



Longwood University

Student Showcase for Research and Creative Inquiry

Professional Presentation & Conference Attendance Etiquette Guide

Professional Presentation

- If possible, arrive at least 15 minutes early to set up your presentation.
- Business attire is required.
- Cell phones are not to be seen or heard. This is a professional development opportunity and should be treated as such.
- Speak clearly and slowly and loud enough to be heard and understood.
- Keep track of time. Begin on time and end on time.
- Thank your audience for attending.

Conference Attendance

- You should wear professional attire.
- Please enter the session on time to not distract the presenters.
- You should stay until the presentation is over to not disrupt the presentation.
- Wait until a session is over before entering a room. You should enter and leave the room between presenters, not while a presenter is speaking or answering questions.
- Remain present and engaged by actively listening and asking questions.
- Avoid cell phone use.
- Be mindful of the number of people at a poster presentation at one time. Please allow space for all attendees to view posters.