

# **NOAA EDUCATIONAL PARTNERSHIP PROGRAM WITH MINORITY SERVING INSTITUTIONS**

## **10TH BIENNIAL EDUCATION AND SCIENCE FORUM**

**FLORIDA A&M UNIVERSITY | TALLAHASSEE, FL  
6–8 APRIL 2022**

**“TWO DECADES OF EXCELLENCE: NURTURING FUTURE LEADERS IN STEM”**

## **Student Guide**



**NOAA COOPERATIVE SCIENCE  
CENTER IN ATMOSPHERIC  
SCIENCES & METEOROLOGY**  
EDUCATION RESEARCH IMPACT



**NOAA CCME**  
NOAA Center for Coastal & Marine Ecosystems



CENTER FOR EARTH SYSTEM SCIENCES  
AND REMOTE SENSING TECHNOLOGIES

## THE NOAA EPP/MSI COOPERATIVE SCIENCE SCIENCE CENTERS



THE NOAA EDUCATIONAL PARTNERSHIP PROGRAM WITH MINORITY SERVING INSTITUTIONS – COOPERATIVE SCIENCE CENTERS (EPP/MSI-CSC) WERE CREATED TO INCREASE THE NUMBER OF STUDENTS FROM UNDERREPRESENTED MINORITY COMMUNITIES WHO ARE EDUCATED AND TRAINED AND HAVE GRADUATED IN FIELDS THAT DIRECTLY SUPPORT NOAA'S MISSION.



**NOAA COOPERATIVE SCIENCE  
CENTER IN ATMOSPHERIC  
SCIENCES & METEOROLOGY**  
EDUCATION RESEARCH IMPACT

1. **NOAA COOPERATIVE SCIENCE CENTER FOR COASTAL AND MARINE ECOSYSTEM (CCME)**  
CENTER DIRECTOR: DR. LARRY ROBINSON  
ASSOCIATE DIRECTOR: DR. MICHAEL ABAZINGE  
ASSISTANT DIRECTOR: DR. SHARMINI PITTER
2. **NOAA COOPERATIVE SCIENCE CENTER FOR EARTH SYSTEM SCIENCE AND REMOTE SENSING TECHNOLOGIES (CESSRST)**  
CENTER DIRECTOR: DR. FRED MOSHARY  
ASSISTANT DIRECTOR: DR. SHAKILA MERCHANT
3. **NOAA COOPERATIVE SCIENCE CENTER FOR LIVING MARINE RESOURCES (LMRCSC)**  
CENTER DIRECTOR: DR. PAULINUS CHIGBU  
ASSISTANT DIRECTOR: DR. MARGARET SEXTON
4. **NOAA COOPERATIVE SCIENCE CENTER IN ATMOSPHERIC SCIENCE AND METEOROLOGY (NCAS-M)**  
CENTER DIRECTOR: DR. SEN CHIAO  
DEPUTY DIRECTOR: DR. TERRI ADAMS  
ASSISTANT DIRECTOR: MS. KIMBERLY SMITH



# FORUM PREPARATION

## Things to Keep in Mind:

- A. Forum Details
- B. Work on Branding Yourself
- C. Get Your Content Together
- D. Be Flexible and Positive
- E. Be Aware of Forum Logistics
- F. Do Not Forget Personal Items
- G. Technology Can Keep You on Track



## ○ A) RESEARCH CONFERENCE DETAILS

- **Navigate the Forum website [HERE](#) and become familiar with:**
  - **Sessions** (i.e., find out about the conference structure and sessions you would like to attend)
  - **Speakers/presenters** (i.e., google speakers/presenters you want to meet or share your interest to learn as much as you can about them)
  - **Presentation Guidelines** (i.e., oral and poster guidelines for the Forum)
  - **Hotels** (i.e., find out about the conference host hotel and other hotel options and amenities)
  - **Travel** (i.e., find out about travel options and cost to and from conference site and around city)



## B) WORK ON BRANDING YOURSELF

- Get business cards (i.e., good conversation starter and great marketing tool)
- Pre-network on social media or by email (i.e., take advantage of pre-event networking; send emails prior to Forum to set up meetings at Forum)
- 30-second pitch (i.e., prepare your branding statement when asked “what do you do?”)
- Resume/CV (i.e., be sure your resume/CV is updated)
- LinkedIn profile (i.e., be sure your LinkedIn profile is current)



## C) GET YOUR CONTENT TOGETHER

### If presenting (i.e., oral, poster):

- Prepare presentation and get feedback from advisor
- Prepare poster/PowerPoint/handouts for conference
- Practice presentation in front of an audience. **DO NOT** let the Forum be the first presentation!
- Find out about technology availability for your presentation



## D) BE FLEXIBLE AND POSITIVE

- **Prepare to have a flexible and positive mindset, attitude, and energy (i.e., plan for A, B, C, D, and E)**
  - Be confident and well-prepared for the Forum
  - Bring your own computer/laptop just in case one is not provided for your presentation at the Forum
  - Plan to present without a computer (i.e., have printed copies of PowerPoint for audience, if necessary)



## E) BE AWARE OF FORUM LOGISTICS

- Transportation services (i.e., options for transportation to and from hotel, cost)
- Hotel (i.e., location, size)
- Per diem (i.e., what is allowed, what is not allowed)
- Rooming arrangements (i.e., number of roommates and who is your roommate)
- Forum expenses (i.e., on-site registration, exhibit purchases)
- City activities/events (i.e., city events/activities, if applicable)





## F) DO NOT FORGET PERSONAL ITEMS

### **Be sure to bring:**

- Computer/laptop (i.e., do not forget chargers, cords, batteries)
- Presentation materials (i.e., poster, PowerPoint, handouts)
- Appropriate attire for conference events (i.e., business casual/professional attire is recommended for academic conferences; don't forget to bring a sweater/wrap for cold rooms)
- Cash for tips (i.e., taxis, hotel housekeeping, bellhop)



## G) TECHNOLOGY CAN KEEP YOU ON TRACK

- Organize yourself for travel using travel apps which you can upload on your smart phone
- Use connectivity apps to connect with people and sessions at the conference
- Use apps for city guides that include things to do and see, restaurants, and special events
- Prepare your social media strategy—**LinkedIn** to connect to people you meet; **Twitter** to tell people who you have met and share a link to their work or website; and **Facebook** to post pictures and videos of you in action and the experience you are having



# HOW DO I NETWORK?

- Build up some courage. Everyone is here to help you, even if they do not know you. Say hello and introduce yourself. Let them do so as well.
- Breathe, relax, and allow the conversation to develop. They likely will ask you questions about yourself to get the conversation going.
- Ask people you know to introduce you to others you would like to meet. This includes current professionals AND students.



# BUSINESS ATTIRE

## **Professional Conference = Professional Dress!**

- Aim for classic styles
- Shoes – conservative, clean, polished, comfortable
- Accessories – should complement you and not be distracting
- Ask people who are familiar with industry standards for their opinion on your wardrobe and choose items they view favorably
- See the following link for examples [HERE](#)



# CHECKLIST FOR PRESENTING

- Have you practiced with your research advisor and others? Have you addressed their comments? Did you comply with the conference formatting, technical requirements, and institutional attributions?
- Have you anticipated questions and answered them?
- Do you have a hard copy of your presentation and a laptop in case there are technical difficulties?
  - Prepare a tech kit with a USB drive with a copy of your presentation/poster and a micro video adapter (if you have a Mac) presentation and get feedback from advisor
- Do you have letter-sized copies of your poster handout?
- Do you have business cards?



# VIRTUAL FORUM TIPS

- Organize your session schedule
- Minimize distractions
- Familiarize yourself with the tools (e.g., [NOAA EPP/MSI FORUM APP](#))
- Be an active participant
- Take breaks
- Most importantly, don't forget to have fun!

Join the conversation, share your experiences and connect with your fellow NOAA EPP/MSI Forum attendees by using [#NOAAForum2022](#) on your social media channels



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# ATTRIBUTION/ACKNOWLEDGEMENT STATEMENT

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# NCAS-M

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## NOAA Cooperative Science Center in Atmospheric Sciences & Meteorology

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<http://ncas-m.org>