Paper and Poster Presenter Guidelines
9th Undergraduate Research Symposium and Celebration
Friday, April 15, 2011
Marshall Student Center

General Information

Excuse Notes
If you will need a letter of excuse for missing class or a lab while you are presenting at the Symposium, please email Ms. Cobb at accobb@honors.usf.edu by Thursday, April 7, at 4pm. The email must include the professor(s) full name and title (ie. Dr., instructor, etc.). The letter will be ready for you to pick up on Monday, April 11, in the UR Office located in SVC 1088.

Afternoon Schedule and Luncheon RSVP Information
The celebratory luncheon will follow your presentation at 12:30 PM in Ballroom A. This luncheon is by invitation only. You are allowed to bring one guest in addition to your mentor. You will RSVP for yourself and one guest through a link which has been sent to you in your acceptance letter. Do not give this link to anyone else. Your mentor will also need to RSVP through this link. However, we will email them directly regarding the link and information to RSVP.

Please also review the Agenda for the Day carefully. The agenda can be found in your day of program and also on the ScholarCommons website http://scholarcommons.usf.edu/ur_symposium/.
The Keynote Speaker Panel will start after lunch at approximately 1:30 PM in MSC 2708, the Plaza Room. The Awards Ceremony will follow the Keynote Speaker Panel and will also be held in the Plaza Room.

Thank you for your participation and good luck!
**Paper Presenter Guidelines**

Paper presenters will have 15 minutes total for their presentation. This includes time for questions. Please plan your presentation accordingly. Also, presentation times and rooms will be announced on Friday, April 8. Please check the ScholarCommons website for this information.

Registration starts at 7:15am on Friday, April 15. Please come to the lobby of the Marshall Student Center Ballroom to register.

An Oral Presentation Workshop will be held by Ms. Brianne Stanback on **Friday, April 8 at 11am in SVC 1099**. Everyone presenting a paper is strongly encouraged to attend. If you cannot attend due to previous schedule commitments, PowerPoint notes will be put on the UR and ScholarCommons websites to view after the workshop.

As a courtesy to our judges, we are providing them copies of your paper in advance. **For this process to run smoothly, you must email the most updated version of your paper to Ms. Cobb at accobb@honors.usf.edu by 12 noon on Friday, April 8.** You may send it as a word document or pdf file with the format of “Last Name First Name Paper” in the file name. You will have access to the rubric used for judging before the Symposium. This rubric can be found on the ScholarCommons website.

If you are presenting your paper as a PowerPoint presentation, you will need to provide us with the PowerPoint version in advance of the Symposium. **We need to receive your PowerPoint presentation in person by 12 noon on Thursday, April 14, at the UR Office in SVC 1088 on a thumb drive so that we can save it on our master thumb drive.** If you make major changes, you must arrive by 7:15AM on the morning of the Symposium so that your new presentation can be uploaded onto our master thumb drive.

As a precaution, we also ask that you bring a backup version of your presentation with you to the Symposium. It is generally a good idea to bring handouts as well.

**Poster Presenter Guidelines**

Registration starts at 7:15am on Friday, April 15. Please come to the lobby of the Marshall Student Center Ballroom to register. All students MUST register/check in the morning of the Symposium, regardless of if you have set up your poster the night before.

A **Poster Design Workshop** will be held by Ms. Antoniette Maldonado-Devincci on **Wednesday, March 30 at 11:15am in SVC 1091**. Everyone presenting a poster is strongly encouraged to attend. If you cannot attend due to previous schedule commitments, PowerPoint notes will be put on the UR and ScholarCommons websites to view after the workshop.

A **Poster Presentation Workshop** will be held by Dr. Johnny El-Rady on **Thursday, April 7 at 3:30pm in SVC 1099**. Everyone presenting a poster is strongly encouraged to attend. If you
cannot attend due to previous schedule commitments, PowerPoint notes will be put on the UR and ScholarCommons websites to view after the workshop.

Your posters can be up to 4 feet tall and 6 feet wide. For the Symposium, ProCopy, a local printing company, is offering to print students’ posters for $38.00. This price is for a 36” x 48” poster. To take advantage of this offer, please refer to the ProCopy poster printing flier located on the ScholarCommons and UR websites. The flier gives specific instructions for using ProCopy to print your poster.

The Office of Undergraduate Research has rented showboards onto which you can attach your posters. When you sign register at the Symposium and receive your name badge, you will also receive velcro to attach your poster to the showboard. There will be a number on your name badge that will correspond to the number on your showboard; this should help you locate your place easily.

**We strongly recommend you put up your poster the night before the Symposium.** We have reserved the Marshall Student Center Ballrooms B and C for this activity. Please come to Ballroom C on Thursday, April 14 from 5 to 7pm to set up your poster. The room will close promptly at 7pm, so plan accordingly. Registration starts at 7:15AM on Friday, April 15. All students must register, even if you put your poster up the night before. Your poster must be up before 7:45 AM, so that you can attend the welcome breakfast, which starts at 8 AM.

**Split Session and Judging Guidelines**
This year, the poster presentations will be split into two sessions for judging, Session A and Session B. Session A will begin at 9 AM and last until 10:30 AM. Session B will begin at 10:45 AM and last until 12:15 PM. You will be notified of which session you are in Friday, April 8. This information will be posted on the ScholarCommons website. The split session format will allow you to walk around and view other student’s posters and oral presentations during the time that you are not presenting. Even if you have been placed in Session B, we expect you to put up your poster the night before, register the morning of and attend the welcome breakfast.

Following the welcome breakfast (if you are in Session A), you must take your place at your poster at **8:50AM**. It is mandatory that you be present to answer questions from judges during the entire judging period of your appointed session. If you must leave your presentation during your session to use the restroom or attend to another personal need, you should let one of your neighbors know, and return as quickly as possible. Students who are presenting during Session B can use this time to view other student’s posters and attend the oral presentations.

You will be judged by at least two judges. They will be wearing name tags with badges that say “Judge”. If you have any issues with judging or feel as though you have not been judged during your presentation time, please alert one of our staff members. You will have access to the rubric used for judging before the Symposium. This rubric can be found on the ScholarCommons website.
Please bring minimal personal items to the Symposium. Backpacks and other large bags should be left at home. You are responsible for keeping track of your personal items.

ETC.

Below are a few tips for preparing effective posters. We encourage you to attend Dr. El-Rady’s Poster Workshop, but if you cannot due to scheduling issues, we will have handouts available. Copies will be posted on the UR website, under the Symposium section.

1. Prepare a label or banner for the top of your poster board indicating: (1) The title of your paper and (2) the authors’ names. Letters on this label/banner should be at least 1" (2.5 cm) high. Do not print this information in all capital letters as it is hard to read.

2. An overall left-to-right organization facilitates easier reading of your poster by viewers.

3. All letters should be at least 1/4" (.6 cm) high, preferably in a simple, bold font and not all capitals.

4. Avoid unnecessary detail in figures, drawings, tables, and charts. It is often helpful to have captions that state the main conclusion the viewer is intended to draw from the figure, drawing, table, or chart, rather than simply naming the variables included.

5. Your poster should be self-explanatory, so that you are free to answer questions and discuss your research with interested persons.

6. Have copies of your poster available for distribution or be prepared to take names and addresses for subsequent mailings. Another option is to save your handout on a public FTP site or regular website with public access, and then make pages of stick-on labels that have the FTP or web address plus the title and authors of the poster.

7. Include proper acknowledgments – your mentor, your department, the Office of Undergraduate Research, the Honors College (if applicable) and USF. Downloadable logos can be found on http://www.ur.usf.edu. In addition, you may include the Council of Undergraduate Research (CUR) logo with the words, “USF is an institutional member of the Council of Undergraduate Research.”