

Celebration of Student Research Conference Guidelines

When & Where

Monday, April 21, 2014 – 7:00 PM

Keynote Address, Kent Meyers, Director of Advanced Engineering at Volvo Construction Equipment, Inc.
Memorial Auditorium

Tuesday, April 22, 2014 – 3:00 to 9:00 PM

Student Presentations
Ceddia Union Building (CUB)

Mission

The Celebration of Student Research Conference is organized to promote, foster and celebrate a culture of student research, scholarship and creative activity among all fields and disciplines at Shippensburg University.

General Guidelines

- Registration:** On April 22, student presenters **must** sign-in at the registration desk located outside the Orndorff Theater (CUB). The registration desk will be open between 1:30 and 7:30 p.m.
- Refreshments:** Snacks will be available in the CUB Multipurpose.
- Photography:** Although photos will be taken by the SU photographer, presenters may also want to bring their own camera. The event staff will not be able to photograph every exhibit nor forward copies of pictures taken.
- Conduct:** *Presenters should ...*
 - ✓ *Be on time to set-up for poster or oral presentations.* (The entire conference is time-constrained; therefore, presenters and facilitators are asked to be conscientious of the time.)
 - ✓ *Dress appropriately.* (Consider this a professional event)
 - ✓ *Be prepared to discuss research.* (Presenters know more about their research than conference visitors including professors. Good research raises more questions than are answered: presenters should be prepared for questions that they cannot answer and be able to think of ways that future research might address some of the questions.
 - ✓ *Invite family and friends to attend your presentation!* All are welcome.

The Role of Faculty Mentors

Presenters should work closely with their faculty mentors when preparing for the event. Because faculty mentors' names will appear on posters and in association with oral presentation, they have a vested interest in the quality of student work. Visitors from off campus attend the conference as well. As such, presenters should aspire to a professional standard of quality.

Poster Guidelines

Research posters usually mix a brief narrative with tables, graphs, pictures, other presentation formats. Poster presenters have a certain amount of information to present in a limited space. Keep in mind: you have 3 seconds to draw the attention of the audience. Poster presenters should use the following standards when designing their poster:

- Dimensions:** Posters should be prepared in advance and sized to fit on a poster board area four feet (4') wide and four feet (4') high. Posters wider than 4 feet **WILL NOT** be permitted. Be aware there is very little room for other materials.
- Mounting:** Push pins will be provided to attach posters to the display board. Display boards are four feet high and eight feet wide and designed to accommodate 4 posters (2 on each side.)
- Layout:**
 - ✓ Posters must be readable from at least three feet away.
 - ✓ Posters can be printed as a single page using programs such as Microsoft PowerPoint.
 - ✓ An open border of approximately one-half inch should be maintained as a margin around the sides, top, and bottom of the poster.
- Font:** pick easy to read fonts (e.g., Arial and Times New Roman); do not use all upper-case type as it can make the material difficult to read.
- Titles & Text:** The presentation title should be a minimum 100-point font, section titles should be 50-point font or larger, and body text should be 25-point font or larger.
- Names:** Names are required on all posters. Beneath the title, the name(s) of the student author(s), faculty advisor and department should be at least one inch high.
- Colors:** use colors sparingly. Make sure background and text complement each other (light colors for the background and darker colors for text work best), so that the text is clear and easy to read.
- Posters designed using crayons, markers, and glue are discouraged.

Poster Preparation and Printing Assistance

PROFESSIONAL PRINTING

Please have your posters printed professionally at the University's Media Services (Grove Hall 013) or at a non-University/off-campus printer (e.g. UPS Store, Staples, OfficeMax, etc.)

NOTE: **April 14th is the deadline** for students to submit their posters to SU's Media Services for printing. After that date, Media Services cannot guarantee that posters will be ready in time for the April 22nd conference. For additional information on services and prices please contact Media Services at media@ship.edu or by phone at 477-1646. <http://www.ship.edu/Media/>.

Students may also use other department printing facilities or other commercial printing services.

FUNDING SUPPORT FOR POSTER PRINTING COST

- \$25 per poster is available from the University.

- Funds are limited and will be made available on a first-come/first-serve basis.

FUNDING SUPPORT FOR POSTER PRINTING COST (continued)

- ***Procedure if using University on-campus printing at Media Services:***
Students using University printing facilities (i.e. Media Services – Grove Hall, 013) must present their name to Media Services when requesting the \$25 credit. Students who are officially registered to present posters at the conference will be automatically credited the \$25. If your poster costs more than \$25, you will have to pay the difference.
- ***Procedure if using non-University and off campus printing services:***
Students going off-campus to print their posters (e.g. the UPS Store, Staples, OfficeMax, or other professional printing service), must pay out of pocket and seek reimbursement for the \$25 allowance.
 - Reimbursement will be awarded only if original receipts are attached to the Petty Cash Request form (found attached to the end of this document) and returned to Ms. Pamela Bucher (OM 202, 717-477-1251) by Thursday April 24, 2014.
 - Paperwork submitted after April 24 is not guaranteed approval.
 - Once your reimbursement request is approved, you will receive a confirmation email containing instructions for picking up your cash reimbursement.
 - Cash reimbursement must be picked-up IN PERSON by the requesting student in OM 100 (Student Accounts) by June 20, 2014.

ADDITIONAL POSTER SAMPLES AND TIPS can be found at the CSRC Website

[Shippensburg University – Student Research – Guidelines](#)

"How to Design APA Posters" (<http://www.ship.edu/uploadedFiles/Ship/Research-Students/APAPosters.pdf>)

<http://library.buffalo.edu/asl/guides/bio/posters.html>

Oral Presentation Guidelines

Oral presentations will be conducted in a panel-discussion format. Typically, panels of three or four presenters with similar topics/disciplines will form the session, and each presenter is allotted 15 minutes to talk and take questions.

Rooms used for presentations will be equipped with a laptop and data projector. Presenters should bring their digital presentation on a USB flash drive and /or CD/DVD. Presenters should also anticipate any software issues (e.g., operating system capabilities, different versions of software, etc). As a common professional courtesy, presenters should remain in the room until all presentations in their sessions are complete.

Information on effective oral presentations and PowerPoint Slides is available at:

<http://go.owu.edu/~dapeople/ggpresnt.html>

<http://pne.people.si.umich.edu/PDF/howtotalk.pdf>

Department Panel Guidelines

Each panel varies in size and time allotted. Presenters should check with their faculty sponsor to determine the time limit for their individual presentation within the panel. Presenters will be allotted a certain amount of time to present their research as well as a period for question-and-answers.

Rooms used for panels will be equipped with a laptop and overhead projector. Presenters should bring their digital presentation on a USB flash drive and /or CD/DVD. Presenters should also anticipate any software issues (e.g. operating system capabilities, different versions of software, etc). As a common professional courtesy, presenters should remain in the room until all presentations in their sessions are complete.

Information on effective oral presentations and PowerPoint Slides is available at:

<http://go.owu.edu/~dapeople/ggpresnt.html>

<http://pne.people.si.umich.edu/PDF/howtotalk.pdf>

Moderator Guidelines

Moderators are asked to do the following:

- Introduce the speakers.
- Moderate the conversation.
- Tell presenters to speak louder if the audience cannot hear them well.
- Make sure each presenter does not go over the allotted time.

Moderators are asked to be conscientious of the time and keep their panel sessions on schedule. We want to be courteous of the other panel sessions and allow them their full allotted time.

PETTY CASH FUND REIMBURSEMENT FORM

For Poster Printing Costs for Celebration of Student Research Conference.

For Off Campus Poster Printer Reimbursement Use Only!

Date: _____

SAP Cost Center/WBS/Internal Order: 6513206000

GL Account/Commitment Item: _____

Amount of Reimbursement Requested: _____ (Not to exceed \$25.00)

Description of what was purchased: Printing of a research poster for presentation at the Celebration of Student Research Conference

Reimbursement requested by:

(Print Students Name) _____ Students Email Address: _____

(Students Signature) _____ Date: _____

_____ Date: _____
Institute for Public Service & Sponsored Programs Signature

****Please Read** Reimbursement Guidelines:**

- Reimbursement is limited to \$25.00 per students and will be on a *first come first serve basis* until funds have been depleted.
- Students requesting reimbursement must be registered to present a poster at the CSRC.
- Students awarded UGR or GR grants form IPSSP are not eligible for these funds.
 - UGR and GR student should use grant funds to cover poster costs.
- Original receipt must be attached to this form and only show expenses related to poster printing. **Paperwork submitted after April 24, 2014 is not guaranteed reimbursement.**
- Sales tax will not be reimbursed —Shippensburg University is a Commonwealth agency and is exempt from sales taxes.

Approved: _____
Director of Administrative Services/ Contract Administrator Approved Amount Date

Reimbursed to: _____ Date: _____

By Petty Cash Custodian: _____ Date: _____

Return completed form and original receipt to IPSSP, Old Main 202, by April 24, 2014.

Questions can be directed Pamela Bucher at 477-1251 or psbuch@ship.edu.