CONFERENCE GUIDELINES

When & Where

Student Presentations **Tuesday, April 21; 3:30 to 9:00 PM**
Ceddia Union Building (CUB)

Mission

The Minds@Work 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 for the Day of Conference

☐ **Check-in:** On April 21, all student presenters **must** check-in at the registration desk **LOCATED OUTSIDE MPR**.

☐ **Refreshments:** Snacks will be available outside MPR next to the registration desk.

☐ **Photography:** Photos will be taken by the SU photographer.

☐ **Conduct:** Presenters should ...

  ✓ **Be on time to set-up for poster or oral presentations.** The entire conference is on a schedule; presenters and facilitators are asked to be conscientious of the time.

  ✓ **Dress appropriately.** This is 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 presentations, 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:

Posters will be displayed on poster boards that are 36" X 48". Be aware there is no room for other materials and posters wider than 48" will exceed the display area. Binder clips will be provided to attach posters to the display boards. Each poster session is an 1.5 hours long. Please stand by your poster display for the full time so you can interact with guests who come to view your research.

Students are strongly encouraged to display professional quality posters. Please consult with your faculty mentor on the design of your poster. Posters designed using crayons, markers, and glue are discouraged.

Online poster resources:  Shippensburg University – Student Research – Student Resources

Poster Printing

Using SU Print Shop

You may use Print Shop (Reed Operations Center) to print your poster. By presenting your name to Print Shop when making your printing request, you may print a standard 36” X 48” poster for free. NOTE: April 10th is the deadline to submit your poster to SU Print Shop to guarantee that it will be printed in time for the conference. Double-check your poster with your faculty mentor before printing! You must cover the cost of any poster reprints.

For more information, contact Joe Amsler at Print Shop at jame@ship.edu or by phone at 717-477-1618. http://www.ship.edu/marketing/.

Using Off-Campus Printing Services

If you choose to print your poster off-campus (e.g. CUB Project Center, UPS Store, Staples, OfficeMax), you must pay out of pocket. You can be reimbursed up to $28, but be advised printing off-campus can be expensive.

- Reimbursement will be awarded only if original receipts are attached to the Petty Cash Request form (found attached to the end of this document). Requests for reimbursement must be submitted to the Institute for Public Service and Sponsored Programs (HH 201, 717-477-1251) by Friday, April 24, 2020.
- 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 in OM 100 (Student Accounts) by June 12, 2020.
**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

**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 Minds@Work Conference
*For Off Campus Poster Printer Reimbursement Use Only!*

Date: ________________

SAP Cost Center/WBS/Internal Order: ________________

GL Account/Commitment Item: __________

Amount of Reimbursement Requested: _______________ (Not to exceed $28.00)

Description of what was purchased: Printing of a research poster for presentation at the Minds@Work 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 $28.00 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 M@W.

- Students awarded UGR or GR grants from 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, 2020 is not guaranteed reimbursement.

- Sales tax will not be reimbursed —Shippensburg University is a Commonwealth agency and is exempt from sales taxes.

- Cash reimbursement must be picked-up IN PERSON by the requesting student in OM 100 (Student Accounts) by June 12, 2020.

Approved: ___________________________ Approved Amount ________________ Date: ________________

Director of Administrative Services/ Contract Administrator

Reimbursed to: ___________________________ Date: __________________

By Petty Cash Custodian: ___________________________ Date: __________________

Return completed form and original receipt to IPSSP, Horton Hall 201, by April 24, 2020. Questions can be directed to Jacob Baek at 717-477-1251.