2013 Student Symposium Guidelines

Registration Deadline
Friday, February 22, 2013

Event Location & Time
Tuesday, March 26, 2013
L.A. Pittenger Student Center Ballroom, 2nd floor

Schedule of Events

Display Setup:	6:00 – 9:00 a.m.*
Judging:	9:00 a.m. – 12:00 p.m.
Only judges may be present at this time.	
Public Session:	1:30 – 4:30 p.m.
Presentation of Awards:	4:30 – 5:00 p.m.

*The early morning set-up time is required to ensure security of display materials and equipment.

Prize winners will be announced at 4:45 p.m. in Cardinal Hall.
Participants must be present to win.

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THE EIGHTEENTH ANNUAL STUDENT SYMPOSIUM

The Ball State University Student Symposium is an opportunity for students to present their creative and scholarly projects.

The Symposium encourages interdisciplinary discourse, allowing students to learn from each other about a diverse range of topics. The forum also provides a platform for learning the fundamentals of creating a display and speaking about one's work to those within one's own discipline and those from the larger academic community.

Those who are currently involved in research may use this as an opportunity to find potential collaborators or to see other types of research being conducted at Ball State. Those not yet involved in research will discover that attending the Symposium is a great way to learn about the broad range of opportunities available on campus.

All students are eligible: undergraduate, graduate, or those from Burris Laboratory School and Indiana Academy for Science, Mathematics, and Humanities, who have engaged in organized work either inside or outside the classroom, and who were advised by a Ball State faculty mentor.

Students should have a substantive understanding of and/or involvement in the concept and methodology of the project. The work does not have to be completed as long as a reasonable presentation can be made that conveys the essential aspects of the project.

Students from **all disciplines** are invited to participate in this event.

As with previous years cash prizes will be awarded for the most outstanding presentations. However, there will be no separation of *research* and *creative* projects, and no division of *graduate* and *undergraduate* student presenters. The collaborative natures of many Student Symposium projects make it impossible to distinguish between graduate and undergraduate projects(teams comprising both levels of students) and between research and creative activities (elements of both fields being present in the other). Consequently, awards will be given for overall excellence.

PREPARATION FOR THE STUDENT SYMPOSIUM

REGISTRATION

➢ Fill out the 2013 Student Symposium Registration Form

➢ You must submit the completed registration form by **5:00 p.m., Friday, February 22nd, 2013**.

➢ If you have co-presenters, their information must also be filled out completely.

➢ Please note that you need to identify a faculty mentor. **It is imperative that you ensure that your mentor understands you wish to present and agrees to support your participation.**

➢ Each student may present only one project as the primary presenter. Students may be a co-presenter on multiple projects. However, consider that it may be difficult for an individual to be adequately involved in several presentations.

➢ Due to space constraints, only groups of up to four presenters (1 primary, 3 co-presenters) are able to register.

➢ We will try to accommodate special presentation needs such as electrical access and extra table space. Indicate requests in the appropriate section on the registration form.

➢ Abstracts should be 50-100 words and should include your project purpose, a problem statement, and what you planned to discover/a conclusion.

➢ Information for name tags, programs, table tents, and certificates will be taken directly from the registration form. Please be sure to check spelling and provide accurate information!

➢ Any changes to information provided on the registration form must be submitted by **5:00 p.m., Friday, March 8th, 2013**.

FACULTY MENTORS

➢ Students are **required** to have a faculty mentor to register.

➢ Faculty mentors are strongly encouraged to attend the public session.

➢ We recommend mentors assist their students with presentation practice or display design, particularly students who have not yet presented their work for a general audience.

SUPPLIES

➢ Presentations may be in the form of a poster, a display of a creative work, and/or a multimedia display.

- Regardless of presentation form, each display will be allotted a 4' x 18" area unless a whole table (8' x 18") is requested on the registration form.

- Display Details: Self-standing, tabletop, foam core poster boards, 48" x 48" X 12", tri-fold are available from SPO at no cost. To reserve one of these boards, be sure to check the appropriate box on the registration form. (See Do's & Don'ts of Poster Design section of this document)
    - Poster boards will be available for pick up during setup hours at the registration table, but not before.
    - No permanent attachments/changes may be made to our poster boards (i.e. no writing, tape, or thumbtacks). Push pins will be provided to affix materials to the poster boards.

- If you need an outlet, please specify on the registration form, so that your project is assigned to the appropriate area. **You will need to provide your own surge protector**.

- The Sponsored Programs Office does not provide any equipment. It is the responsibility of the presenter(s) to reserve/provide any special equipment for projects. Media equipment can be reserved through individual departments or through Equipment & Projectionist Services, located in the basement of Bracken Library.

- If you need open space (i.e., not a table) for an easel or other form of display, please so indicate on the registration form under "Equipment/Space Requirements". (If "No Table" is chosen, it is up to the presenters to supply their own presentation equipment.)

SETUP

- Please come to the L.A. Pittenger Student Center Ballroom on the 2nd floor during the indicated setup time: Tuesday, March 26 from 6:00-9:00 a.m. Presentations may only be set up at this time.

- **All setup must be completed by 9:00 a.m. Tuesday, March 26, 2013.**

- Please check-in at the registration table, and you will be directed to your presentation space. If you have reserved a poster board, you will be given one at that time.

- Please be considerate of the people around your presentation. Do not disturb another's display.

- Table tents will indicate your allotted space at the table.

- Due to the size of this event, the Student Center is not able to provide table skirts or covers.

- If you have an interactive/multimedia project:
    - **Please allow ample time for setup**.
    - Be sure to leave explicit usage instructions for the judges.

PUBLIC SESSION

➤ Presenters are to arrive <u>no later than</u> 1:30 p.m. to the L.A. Pittenger Student Center Ballroom on the 2nd floor. The doors will open to the public at 1:30 p.m. for viewing. Please check-in at the registration table, and proceed to your presentation.

➤ Refreshments will be provided in the Alumni Lounge from mid-point in the afternoon until the event's conclusion in Cardinal Hall.

➤ Name tags, programs, and certificates of participation will be placed at your display area.

➤ **Dress**: Business casual. Remember this is a professional event.
   o **Women**: A reasonable length skirt (not mini-skirt) or full-length trousers of a **non-denim material** combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. Leggings worn alone or under a questionably short skirt are not acceptable. An informal dress with appropriate skirt length is also acceptable.

   o **Men**: A combination of collared shirt (such as a dress shirt or polo shirt), cotton trousers (such as khakis or dress slacks – **no jeans**) with a belt, and dress shoes (such as loafers) with socks is generally acceptable. A blazer or business jacket can optionally be added.

   o **Unacceptable**: Gym clothes, rumpled or ripped clothing, miniskirts, visible underwear, inappropriately revealing attire such as bare midriffs, and flip-flops.

➤ Chairs are not provided. Please be prepared to stand for the duration of the public session.

➤ Judges may need to ask questions before final decisions are made. They will be asking these questions during the main event.

➤ Winners will be announced at 4:45 p.m. in the Student Center Cardinal Hall. **You must be present to win.**

➤ Presenters are asked to remain until 5:00 p.m. At that time, breakdown of presentations may begin.

➤ The public session is open to anyone who would like to attend. Take the time to invite your friends, family, classmates, etc.! There are form letters for invitations, printable flyers, and hometown newspaper releases available upon request. Email SPO.BSU@gmail.com for more information.

DO'S AND DON'TS OF POSTER DESIGN

DO!

- ➢ Use an appropriate font size and typeface. We recommend Arial with 20-25 point size, something that can be read from 4 feet or more.

- ➢ Choose colors that are easy on the eyes (i.e. no neon green).

- ➢ Do include your name(s) on the poster.

- ➢ Do lay out your poster in a logical, easy-to-follow order, and break up data and charts into sections.

- ➢ Do get your poster ready early. If your presentation requires technology, come to the early setup times and make sure it all works!

- ➢ Remember – the *presentation* of your project has as much to do with the success of communicating your work as the activities themselves do!

DON'T!

- ➢ Don't use <u>too many</u> colors, font sizes, or styles, as it will make the poster look busy and difficult to read.

- ➢ Don't crowd the poster with too much content.

- ➢ Don't use a lengthy title. Short, snappy titles are best.

- ➢ Don't elaborate too much with poster content. Remember to keep it simple for a general audience.

- ➢ Don't forget to thank your sponsors and mentors!

More tips for good poster layout and design can be found at:

http://www.lib.uct.ac.za/infolit/poster2a.htm

http://www.waspacegrant.org/pdf/block.pdf

<div align="center">**JUDGING PROCESS/AWARDS**</div>

Judging Process

- ➢ Judges are Ball State faculty members and administrators.

- ➢ Judges may not judge student projects that are from his/her own department.

- ➢ Judges will base most of their decisions on the stand-alone presentations, without talking directly to the students.

- ➢ It is not possible to award every deserving display. Remember, there is much more to the public session than just the competition and awards!

Keys/Litten/Smith Student Symposium Awards

Two categories of awards will be presented:

- ➢ **FOUR** $100 awards for the most compelling *projects*
  - o These awards will be based on considerations such as the relevance of the project idea, quality of the research design or investigative process, clarity with which the data supports conclusions, and indication of significance to the field.

- ➢ **TWO** $100 awards for the most engaging *presentations*
  - o These awards will consider aspects such as the appropriateness of the style and format to communicate the work, the ease by which the viewer can understand and appreciate the project, and the novel, fresh, or inventive way of designing a display.

The Keys/Litten/Smith awards were established in memory of Dr. Linda Keys, Mr. Jeffrey Litten, and Ms. Sandra Smith who served in the Sponsored Programs Office for a combined thirty years. Linda, Jeff, and Sandi were great cheerleaders for the Student Symposium and all-around supporters of students. Accordingly, the awards recognize students for their outstanding research or creative endeavors presented at the Student Symposium.

Appointed judges will preside over the entries for the awards. Judges will individually rank projects, and the highest scoring entries will be declared winners in the two areas.

The winning projects will be announced March 26 at 4:45 p.m. in Student Center Cardinal Hall. **Students must be present to win**.