

2017 Student Symposium Guidelines



Registration Dates

Monday, January 9 – Monday, January 30, 2017

Event Date & Location

Tuesday, March 21, 2017

L.A. Pittenger Student Center, 2nd floor

Schedule of Events

Display Setup:

Monday, March 20 2:00 – 5:00PM

Tuesday, March 21 6:00 – 8:00AM

Judging: 8:00AM – 12:00PM

Only judges may be present at this time.

Open to public: 1:00 – 3:30PM

Presentation of Awards: 3:45 – 4:30PM

Prize winners will be announced between 3:45 and 4:30PM in Cardinal Hall.

Participants must be present and checked-in to win.

Contact Information

stusymposium@bsu.edu | (765) 285-5003

<http://www.bsu.edu/studentsymposium/>

THE 2017 STUDENT SYMPOSIUM AT BALL STATE UNIVERSITY

Students at Ball State University are widely known for their ability to take what they have learned in the classroom and apply it to high-quality research project and innovation creative endeavors. For twenty years the Student Symposium at Ball State University has provided students with the opportunity to showcase creative and scholarly projects, while gaining practical experience presenting their work in a conference setting right here on Ball State's campus. The Student Symposium encourages interdisciplinary discourse, allowing students to learn from each other about engaging topics from many disciplines around the university. The Student Symposium is open to the public and campus community, allowing student participants the opportunity to share their work with a wider audience. Poster presentations are eligible for one of six cash prizes and all paper presentations will receive feedback from a faculty moderator.

Students who are currently involved in research projects or creative endeavors, or planning to become involved in the future, may use this as an opportunity to find potential collaborators and to see the many types of academic activities already being undertaken at Ball State University. Students not yet involved in these kinds of activities will discover that attending the Student Symposium is a great way to learn about the broad range of opportunities available on campus.

All Ball State University students are eligible: undergraduate, graduate, those from Burriss Laboratory School, and the Indiana Academy for Science, Mathematics, and Humanities. Students must have engaged in academic activities either inside or outside the classroom, and have been advised by a Ball State faculty mentor. Students from all disciplines are invited to participate in this event.

Students should have a fundamental understanding of and/or involvement in the concept and methodology of the research project or creative endeavor. **Research on a project does not have to be completed** as long as a reasonable presentation can be made that conveys the essential aspects of the project and the expected/intended outcome(s).

The Student Symposium at Ball State University is also on the Web!

Official Website: <http://www.bsu.edu/StudentSymposium>

Facebook: <https://www.facebook.com/studentsymposiumatbsu>

Twitter: https://twitter.com/BSU_SPA -- Hashtag #ssbsu17

Blog: <http://researchnewsletter.blogspot.com/>

PREPARATION FOR THE STUDENT SYMPOSIUM

REGISTRATION

- Fill out the 2017 Student Symposium Registration Form
 - To complete the registration form you will need:
 - The type of project being presented (poster or paper presentation).
 - What kind of equipment/space you will need for your project.
 - The complete title of your presentation. This will be used in the Symposium Program, so make sure it is as accurate as possible.
 - A short abstract for your project (2,500 character max). These abstracts will be given to judges, moderators, and Symposium staff and should be thoroughly checked for spelling and accuracy. Your abstract should include: your project purpose, a problem statement, and what you planned to discover/a conclusion. You may still be in the very early stages of your project, we understand! Just do the best you can.
 - The name of any organization or group who funded your project.
 - Name, email address, class standing (Freshman, Sophomore, Junior, Senior, Graduate Student), department, and college for each presenter.
 - Name, email address, department, and college of faculty mentor.
- You must submit the completed registration form by **11:59PM, Monday, January 30, 2017**. Due to the popularity of this event we will only be able to accept the first 130 completed registrations for poster presentations and the first 50 completed registrations for paper presentations. *Partial or incomplete registrations will be accepted at the discretion of Symposium Staff.*
- If you have co-presenters, their information must also be filled out completely to be included in Symposium materials.
- You will need to identify a faculty mentor. Your faculty mentor can be any faculty member who is familiar with your research and is willing to support you in presenting at the Symposium (and coach you in the preparation of your poster or paper presentation). **It is extremely important that you ensure that your mentor understands you wish to present and agrees to support your participation. We will be verifying this information with your mentor prior to the Student Symposium.**

- 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 at the same event.
- Due to space constraints, only groups of up to four presenters (1 primary, 3 co-presenters) are able to register. More students may work on the project, but only four may register. Consider breaking larger projects up into multiple presentations.
- 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. Spaces with access to electrical outlets are extremely limited and should only be requested if electric is essential to your presentation (not to be used to charge cell phones, laptops not being used in presentation, etc.).
- 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!
- You will receive an automatic email confirmation from the registration system. Please use this opportunity to once again check your information for accuracy. If you have not received the confirmation email within 24 hours of registration, check your junk/spam email folder. If you still have not received the confirmation email, contact us at stusymposium@bsu.edu to confirm your registration.
- We cannot guarantee any changes made to registration information after **Monday, January 30, 2017** will be included in any Symposium materials (program, judging sheets, etc.). Therefore, all care should be taken to ensure accurate information is entered on the registration form.

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 in a conference setting.

Poster Presentations

- 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" (1/4 of an eight foot table, see picture) area unless one full side of the table (8' x 18") is requested on the registration form.
- Display Details: A limited supply of 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, check the appropriate box on the registration form. These boards will be offered on a first come, first serve basis. ([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 or tape). Push pins will be provided to affix materials to the poster boards. Any presenter who intentionally damages a poster board will be responsible for the replacement cost. **There will be absolutely no cutting or otherwise mutilating the poster boards! Intentionally damaging a university-owned poster board could result in expulsion from this year's Symposium and exclusion from participating in future years.**
- If you need an outlet, please specify on the registration form, so that your project is assigned to the appropriate area. Outlets are in extremely short supply and should only be requested if needed for your presentation. Outlets should not be used to charge cell phones, laptops not being used in your presentation, or for any other purpose not related to your presentation. **You will need to provide your own surge protector.**
- The Sponsored Programs Office does not provide any equipment for the poster session. It is the responsibility of the presenter(s) to reserve/provide any special equipment for projects. (Note: Paper presentations will have projectors/screens/computers for presenter use.)
- 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.)



Poster Setup

- There will be two set up times for the Student Symposium: Monday, March 20th, 2:00 – 5:00PM and Tuesday, March 21st, 6:00 – 8:00AM.

- If your display involves valuable items, such as electronics or artwork, you are highly encouraged to come to the Friday morning setup time. We cannot guarantee the security of any items left overnight.
- 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.
- Your allotted space will be marked on your table.
- Please be considerate of the people around your presentation. Do not disturb other displays during setup. If there is an issue with another presentation in your space, please let Symposium staff know ASAP so we can resolve the issue. Please, do not move another display without permission.
- 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 clear usage instructions for the judges.
- Make sure your area is free of clutter and debris when you have finished your setup.
- **All setup must be completed by 8:00 a.m. Tuesday, March 21st, 2017.** At this time only judges and Symposium staff will be allowed in the Ballroom. If you miss the set-up time you may return at 12:45PM and participate in the poster session.

Notes for: All Symposium Participants

- Refreshments will be provided in the Ballroom until the start of the awards ceremony.
- **Dress:** Business casual. Remember this is a professional event. Dress in a way that best represents you and your work. Ask your faculty mentor if you need guidance.
- The poster session, paper presentations, and award ceremony are open to anyone who would like to attend. Please invite your classmates, friends, faculty, family, etc.!

Notes for: Paper Presentations

- Papers will be divided into sessions based on number of papers and topics submitted. Each session will be moderated by one or more faculty members. Each presentation will be allotted 15 minutes, plus time for questions.
- You will receive the time of your session once registration has ended and we have a chance to review all paper submissions. If the time you are assigned conflicts with a class please contact Symposium staff ASAP so we can resolve the issue.

- All presenters should arrive no later than one half hour before their assigned start time. There will be a check-in table on the second floor the Student Center where you will check in with Symposium staff.
- Seating style in each space will be theatre-style. Sessions will be held in various rooms on the second floor of the Student Center. You will be given your room assignment at check-in. A head table with podium or lectern will be provided, along with projector, screen, and computer.
- Presenters are responsible for bringing presentations on a USB flash drive. Presentations should be compatible with Microsoft Office. DO NOT count on being able to download your presentation from email or cloud storage.
- Providing talking points or a PowerPoint presentation is encouraged, as opposed to reading a complete paper, given the time considerations.
- Presenters are expected to be courteous to the other presenters in their session and remain for the entirety of that session while others present.
- Power Points and/or abstracts may be posted the Student Symposium website and blog.

Notes for: POSTER SESSION

- Presenters are to arrive no later than 12:45PM to the L.A. Pittenger Student Center on the 2nd floor. The doors will open to the public at 1:00PM for viewing. Please check-in at the registration table before proceeding to your display. Only presenters who are present will be eligible for awards, so it is crucial that you check-in with us.
- Name tags and certificates of participation will be placed at your display area. Please wear your nametags for the duration of the public session.
- Chairs are not provided during the poster session. Please be prepared to stand for the duration of the public session. Contact Symposium staff if you need special accommodations.
- Judges may need to ask questions before final decisions are made. They will be asking these questions during the poster session.
- Winners will be announced at the afternoon award ceremony in the Student Center Cardinal Hall. **You must be present to win.**
- Presenters are asked to remain until the end of the award ceremony. At that time, breakdown of presentations may begin. For the security of the displays the Ballroom will be locked during the award ceremony and no one will be allowed in at this time. Any displays remaining after event tear-down will be disposed of unless arrangements have been made prior to the day of the Symposium with Symposium staff.

DO'S AND DON'TS OF POSTER DESIGN

DO!

- **Do** use an appropriate font size and typeface. We recommend Arial, 20-25 point size, something that can be read from 4 feet or more.
- **Do** 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 too many 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. You'll have time to talk with attendees to explain your work.
- **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>

JUDGING PROCESS & AWARDS

Poster Session Judging Process

- Judges are Ball State faculty members and administrators.
- Judges will not evaluate student projects that are from his/her own department.
- Each judge is given only a portion of the poster entries to evaluate and each poster is evaluated by more than one judge. The scores are then tallied by Symposium staff to determine award winners.
- 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

Six awards will be presented. See the attached scoring sheet for judging criteria.

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 (as tabulated by Symposium staff) will be declared the winners.

The winning projects will be announced during the award ceremony in Cardinal Hall. **Students must be present to win.** To still be eligible for the awards in the case of a time conflict (participant has a class), participants must make arrangements to have a proxy in place and clear the proxy with the Symposium staff prior to the day of the Symposium. In the event of a team win the award money will be awarded to the primary participant (the first participant on the registration). The primary participant will be responsible for dividing the winnings amongst their team.

2017 Student Symposium

Tuesday, March 21, 2017, 8:00AM – 12:00PM

Judges Scoring Sheet

Student Name:

Table ID:

Co Presenter(s):

Abstract:

Content

Potential Impact (or conclusions, if available) (take home message)	1	2	3	4	5
Originality (novel methods, new approach)	1	2	3	4	5
Intellectual and/or Creative Merit (contribution to the discipline)	1	2	3	4	5

Display

Organization (logical presentation and progression of ideas)	1	2	3	4	5
Visual appeal (attractive and balanced)	1	2	3	4	5
Message (easy to quickly gather implications of work)	1	2	3	4	5

Total: _____

Comments