

2024 E-Poster Symposium Registration Information

Please note: The registration form should be completed on a laptop or desktop computer using either Chrome, Firefox, or Safari browsers. It is not compatible with mobile devices or tablets.

You may save your application as a draft by clicking the "Save as Draft" button. You will be able to access that draft from the Applications tab in InfoReady to continue the application later.

Register to complete an E-Poster or PowerPoint presentation by clicking on the register here link on the next page and then click on the blue {Illinois State University Login} single sign-on button on the lefthand side of the following page. Sign in using your ISU ULID and password. Register only once for each project. If changes later need to be made to your registration or you have questions, please email symposium@ilstu.edu.

Please be sure to thoroughly read the information below before accessing the online registration form!

- All presentations are E-Poster or PowerPoint online presentations.
- Read the symposium [Guidelines](#) E-Poster section for complete details.
- *Only Illinois State University students enrolled in the spring semester, under the direction of an Illinois State University faculty mentor, may participate in the Symposium.*

E-POSTER PRESENTATIONS

You can choose to only have the abstract displayed and projects without IRB approval can be displayed with a disclaimer provided by the graduate school.

The poster file should be created in PowerPoint (saved as PDF) as if it were being printed following these guidelines:

Only one side of your poster may be more than 40 inches in length.

Make sure your poster is designed for the desired size.

If you are working in PowerPoint on a PC, go under the Design Tab and then click on Page Setup.

If you are working in PowerPoint on a Mac, go to the File menu and choose Page Setup.

Or you may also choose to display your research as a PowerPoint presentation. No more than 8 slides should be created, again saved as a PDF. When creating the slides, font should not be less than 20 pt.

If your poster or PowerPoint has not been completed at the time of your registration, please be sure to **submit it on or before March 29, 2024 to symposium@ilstu.edu.**

GROUP POSTERS:

Group presenters must designate a **lead group member**. The lead group member is responsible for registering the group and will be the main contact for the group. When registering, the lead group member will submit all the required project and group information.

GROUP INFORMATION

To register a group the primary group member needs:

- Faculty Mentor Information:
 - First & Last Name
 - ISU Email address
 - Department
 - Abstract Approval
- Group Member Information (for each member)
 - First & Last Name
 - ISU Email Address
 - Department
 - Graduate/Undergraduate
 - Undergraduate year in school (freshman, sophomore, etc.)

AUTHORSHIP LISTING:

Each discipline has its own norms regarding the proper order for multiple author listings. *Please consult your mentor to determine the order for an author listing.* This is not a required field.

ABSTRACT:

Your abstract must have been approved by your faculty mentor. Copy and paste your abstract file directly into the first field provided on the registration form. In the abstract upload field, upload the abstract file you created following the directions in the supporting document template link provided. An example file is also provided.

IMPORTANT FINAL REGISTRATION STEPS:

After registering, a 'confirmation/receipt' notification will be automatically forwarded via email to you. Your faculty mentor will receive a notification to review your registration/abstract and approve. Your registration will not be complete until it has been approved by your faculty mentor.

CONFIRM YOUR REGISTRATION:

To confirm that your online registration and mentor approval have been received at the Graduate School, please check the registration confirmation listings after January 19, 2024, on the [symposium](#) website. This list will be updated once a week after this date.

2024 E-Poster Registration

April 12, 2024

Register [Here](#)

Registration closes on February 16, 2024, at 11:59pm CST

Poster or PowerPoint submission deadline: March 29, 2024

Registration problems? Contact 309-438-2583 or symposium@ilstu.edu

If you need a special accommodation to fully participate in this event, please contact the Graduate School at (309) 438-2583.