

# 2024 In Person University Research 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.

**All students must register initially to complete a poster presentation by clicking on the register here link for either the AM or PM session on the next page. 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](mailto:symposium@ilstu.edu).**

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

- All presentations are poster presentations unless you know your mentor or program is hosting an oral presentation session.
- **Read the symposium [Guidelines](#) for complete details, including, how to get your poster printed at no cost to you.**
- *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.*

**PLEASE NOTE:** The university will follow the most up-to-date health and safety guidance and will adjust accordingly when necessary.

## 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.

**ORAL PRESENTATIONS**

Should your department, school, or faculty mentor later decide to host their own in-person or virtual oral presentation session, you may have the option of giving an oral presentation. This option applies only to events that meet all the following qualifications:

- arranged by the department/school faculty mentor
- scheduled on the day of the Symposium or within a day of it
- registered with Symposium staff, and
- open to the public

Contact your department, school, or faculty mentor to inquire if they may be planning such an event. If your department/school does offer an oral event and you decide to participate in the oral event rather than presenting a poster, please contact [symposium@ilstu.edu](mailto:symposium@ilstu.edu) to inform of your decision.

**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 In Person University Research Symposium****April 12, 2024****A.M. Session****(9:00 a.m. – 11:00 a.m.)**Register [Here](#)**P.M. Session****(1:00 p.m. – 3:00 p.m.)**Register [Here](#)

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

Registration problems? Contact 309-438-2583 or [symposium@ilstu.edu](mailto:symposium@ilstu.edu)

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