

## Symposium Registration Information

**\*\*For best results, use either Google Chrome or Mozilla Firefox web browsers to complete the registration form. Do not use Internet Explorer.\*\***

**All students must register initially for the poster session.**

If your department, school, or faculty mentor later decides to host their own oral presentation session, you may have the option of making an oral presentation instead. This option applies only to events that meet all of the following qualifications:

- arranged by the department/school mentor
- scheduled on the day of the poster session or day after
- 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.

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

- All presentations at the Bone Student Center are poster presentations. Presenters are required to be present with their poster during the entire session chosen in registration. The morning session will be held from 9 – 11 a.m. and the afternoon session will be held from 1– 3 p.m.
- Read the symposium [Guidelines](#). For those with a day of scheduling conflict, reread the *in absentia* section.

*Only currently enrolled Illinois State University students, under the direction of an Illinois State University faculty mentor, may participate in the Symposium.*

### **GROUP POSTERS:**

Group presenters must designate a **primary group member**. The primary group member is responsible for registering the group and will be the main contact for the group. When registering, the primary group member will submit all of 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. Cut and paste from your mentor-approved abstract Word document directly into the box provided on the registration form. **Please note:** If your abstract contains special characters (i.e. subscript, superscript, symbols, and Greek/Latin characters) you MUST attach your abstract in a Word document to the registration.

## **IMPORTANT FINAL REGISTRATION STEPS:**

After registering, a copy of the online registration 'confirmation/receipt page' will be automatically forwarded via email to you and to your faculty mentor. Your registration will not be complete until it has been approved by your faculty mentor. Mentor approvals should be sent via your mentor to [symposium@ilstu.edu](mailto:symposium@ilstu.edu)

## **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 18, 2019 on the [symposium](#) website. These lists will be updated once a week after this date. Also, check the website a week before the symposium for day of schedule information.

## **Research Symposium**

*Morning Session*

[Register Here](#)

## **Research Symposium**

*Afternoon Session*

[Register Here](#)

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.