

## 2021 Online University Research Symposium Registration Information

All students must register initially to complete a poster or PowerPoint presentation. 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 or PowerPoint presentations unless you know your mentor or program is hosting a virtual oral presentation session. Presenters also have the option to submit a Screen Cast-O-Matic audio/video MP4 presentation (5-minute maximum length) of the explanation of their research/scholarly endeavor along with the abstract and poster/PowerPoint files.
- Read the symposium [Guidelines](#) for complete details.
- *Only currently enrolled Illinois State University students, under the direction of an Illinois State University faculty mentor, may participate in the Symposium.*

### POSTER PRESENTATIONS

ISU ReD, a platform housed within Milner Library, will be used to display abstracts and posters/PowerPoint presentations. Due to presentations being displayed online, extra concerns need to be addressed, such as IRB and intellectual property. 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.

Please submit your registration, with PDF attachments of your abstract, poster and optional MP4 file. The poster 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 6 slides should be created, again saved as a PDF. When creating the slides, font should not be less than 20 pt.

### 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 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. Upload your mentor-approved abstract PDF file directly into the box provided on the registration form. If you also choose to include an audio/video file explaining your project, be sure to upload the MP4 PDF file into the correct box.

## **ORAL PRESENTATIONS**

Should your department, school, or faculty mentor later decide to host their own 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 mentor
- scheduled on the day of the Symposium or within a week or two 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 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 February 12, 2021 on the [symposium](#) website. This list will be updated once a week after this date.

## Research Symposium

[Register Here](#)

Registration closes on March 3, 2021 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.