UNIVERSITY RESEARCH
SYMPOSIUM
2018
Guidelines
THE UNIVERSITY RESEARCH SYMPOSIUM

Research Symposium is a university-wide showcase of students’ research, scholarship, and creative endeavor. Projects may be completed or in progress. This annual event, held each spring, is open to the campus community and the public.

Entries may be individual or group. Each participant will present a poster throughout the Symposium unless their individual discipline offers an alternate presentation format.

Posters will be grouped by discipline. Feedback forms will be available to be filled out by faculty, staff, participants, and visitors from the community.

The University Research Symposium
April 6, 2018
Bone Student Center

Morning Symposium  Afternoon Symposium
9.00 am—11.00 am  1.00 pm —3.00 pm

WHO IS ELIGIBLE TO PARTICIPATE?

The Symposium is open to all students currently enrolled at the university and engaged in research, scholarship and creative endeavor under the direction of a faculty mentor.
HOW TO REGISTER

YOU MUST HAVE:

* Faculty mentor approval
* Met IRB/IACUC/IBC requirements, if applicable to your research
* An abstract approved by your faculty mentor (see page 7 - Abstract)
* Groups must have chosen a primary group member who will register the entire group (See page 6 - Group Requirements for further information)

TO REGISTER AS A PART OF A CLASS:

* Consult with your faculty mentor regarding which session to register for
* Provide full and accurate class information

TO CONFIRM REGISTRATION:

* Email confirmations will be sent immediately after the online registration is completed.
* Registration is not complete until it has been approved by your faculty mentor. Check the confirmation list posted on the Symposium website beginning on January 19th.

*** Sessions have Separate Online Registration Forms. ***

IMPORTANT DATES

Registration Opens December 1, 2017
Online confirmation List (Updated Weekly) January 19, 2018
Registration Closes February 9, 2018

Questions? Contact the Graduate School • (309) 438-2583 • Symposium@IllinoisState.edu
POSTER VS. ALTERNATE FORMATS

POSTERS:
Your poster tells the story of your research, scholarship, or creative endeavor. It tells the Symposium guests what you did, why you did it, and what you discovered. Posters will be displayed in two sessions:
* The morning session will be held from 9 a.m. until 11 a.m.
* The afternoon session will be held from 1 p.m. until 3 p.m.
Both sessions will be held at the Bone Student Center.
During your session, you must be available next to your poster to explain your work and answer any questions about the work to faculty, students, or visitors as they view the posters.

ALTERNATE FORMATS:
Participants may have the opportunity to present at oral events to be held in conjunction with the University Research Symposium. These events will be held on either the Friday of or Saturday after the Symposium. Each participant should consult with their department or faculty mentor to see if their discipline is holding such an event. If their department is not planning to host an oral event, the participant is required to present a poster at Bone Student Center.

ALTERNATE EVENTS
Some disciplines may host their own oral events. Please contact your faculty mentor regarding such an event taking place in your department.
POSTER REQUIREMENTS

All Posters must Include the following information at the top of their poster:
* Abstract Title
* Name of Student Presenter(s)
* Education Level of Presenter(s)
* Faculty Mentor
* Mentor’s Department/School

All posters should be well organized, clear and accurate.
A copy of the abstract must also be included within or attached to the poster.

RESEARCH-ORIENTED POSTERS should include the following information:
* Introduction (hypothesis, reasoning, etc.)
* Objectives (significance of research to the field)
* Method (research parameters, design, etc.)
* Results (full, partial, or expected achieved from research)
* Conclusion (analysis of full, partial, or expected results)

CREATIVE POSTERS should include the following information:
* Introduction (how/why did you choose the topic)
* Objective (what did you hope to achieve)
* Process (how did you create or develop your work, what methods did you use)
* Results (did the work turn out as you planned, why or why not)

GROUP POSTERS:
* Group posters have additional guidelines. See page 6 - Group Requirements.

DIMENSIONS AND MOUNTING:
Acceptable poster size is 30” x 40” to 40” x 60”. Participants MUST mount their poster on a 30” x 40” to 40” x 60” foam or mat board. Space is limited—poster and mat board dimensions may not exceed 40”x 60”.

IMPORTANT

Only an easel is provided at the Symposium. Mat boards (required) are NOT provided.
If your abstract contains superscript, subscript, italics, symbols, or Greek/Latin characters, you will need to attach it as a word document in your registration, rather than copying and pasting in to the provided field.
GROUP REQUIREMENTS

One designated group member will be responsible for registering the ENTIRE GROUP for the Symposium.

GROUPS:
More than one person collaborating and presenting research is a group. Groups work together throughout the research process, prepare one poster, and present their project.

PRIMARY GROUP MEMBERS:
Groups 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 the title, abstract, group information, and compliance requirements.

POSTER:
Each group member must prepare part of the poster. Each member of the group should incorporate into their section of the poster the area to which they most contributed. Each member should be named along with their contribution on the poster or on a paper attached to the poster.

GROUP INFORMATION:
To register a group, the primary group member will need the following:

- Each Group Member’s
  - Full name
  - Email Address
  - Department/School
  - Education Level
  (i.e. Undergraduate Freshman or Graduate Student)

- Each Faculty Mentor’s
  - Full name
  - Email Address
  - Department/School

- THE FACULTY MENTOR MUST APPROVE
  - Online Registration
  - Abstract

IMPORTANT

The Primary Group Member registers the ENTIRE GROUP.
Groups with 5 + participants may REQUEST an additional easel if necessary.

Questions? Contact the Graduate School • (309) 438-2583 • Symposium@IllinoisState.edu
ABSTRACT

An abstract is a brief summary of your work. The abstract must be no longer than 400 words, single spaced. Double space between paragraphs, but do not indent.

Your abstract MUST be proofread and approved by your faculty mentor BEFORE registration.

You will be asked to include a copy of your abstract in your online registration form. A copy of your abstract must also be included in your poster display—either within or attached to your poster. This will allow viewers to quickly understand your project.

A good abstract is:

* **Accurate:** Ensure that the abstract correctly reflects the purpose and content of your presentation. Do not include any additional information that does not appear in the body of your presentation.

* **Self-contained:** Define all abbreviations and acronyms. Spell out names of tests, drugs, etc. Define unique terms. Paraphrase rather than quote.

* **Concise & Specific:** Make it maximally informative; especially the lead sentence. Be as brief as possible.

* **Coherent & Readable:** Write in clear and vigorous prose. Use an active voice, rather than a passive voice. Use the present tense to describe results continuing applicability.

RESEARCH COMPLIANCE

Illinois State University is committed to promoting the responsible conduct of research on our campus. Responsible research involves more than just sound science. It involves the awareness and practice of ethical principles, and adherence to regulations developed to protect research subjects. In addition to general policies pertaining to research integrity, ISU has established specific policies pertaining to the use of human subjects, live vertebrate animals, and bio hazardous materials, which are overseen by

* the Institutional Review Board (IRB)
* the Institutional Animal Care and Use Committee (IACUC)
* the Institutional Biosafety Committee (IBC)

Projects involving one of these policies may require approval of the appropriate committee prior to initiating any data collection. For information on whether your project may be subject to these policies, please consult your faculty mentor or visit the Research Ethics and Compliance website [http://Research.IllinoisState.edu/Ethics/](http://Research.IllinoisState.edu/Ethics/).
DAY OF THE SYMPOSIUM

MORNING SESSION

8:15 a.m. - 8:45 a.m.
Morning Check In, set-up posters

9:00 a.m. - 11:00 a.m.
Open to the public

11:00 a.m. - 11:15 a.m.
Presenters remove posters

AFTERNOON SESSION

12:15 p.m. - 12:45 p.m.
Morning Check In, set-up posters

1:00 p.m. - 3:00 p.m.
Open to the public

3:00 p.m. - 3:15 p.m.
Presenters remove posters

IMPORTANT

Any participants or group members that do not check in and receive a name tag will NOT be eligible for travel reimbursement funds.
Your poster should already be mounted on a foam board/mat board and ready to be placed on the provided easel at check In.
DAY OF THE SYMPOSIUM

OPEN TO PUBLIC:
The campus-wide community has been invited to attend the Symposium. They may browse the posters on display and listen to oral presentations. Be sure to invite your family, friends and classmates. All attendees to the Symposium are welcome to provide feedback to the participants.

FEEDBACK FORMS:
Presenters are welcome to leave their posters for up to 20 minutes during their session to review the posters of peers, and provide oral and written feedback. Feedback forms for your poster presentation may be picked up from your faculty mentor within a week after the Symposium. This will be a good time to review the Symposium experience with your mentor.

DRESS CODE:
This is a professional university event. Presenters should have a clean look, and be dressed in business or business casual attire.

REFRESHMENTS:
Presenters and guests may enjoy free refreshments, courtesy of ISU catering, during the Symposium. In the morning, coffee cake, fruits, coffee, and juice will be provided. In the mid-morning cookies and cold drinks will be available. In the afternoon snacks including chips, cookies, and other refreshments will be provided.

IMPORTANT

Be sure to pick up feedback forms from your faculty mentor within a week after the Symposium.
**TO DO LIST**

- Read and follow the 2018 Guidelines
- Contact your faculty mentor to ensure your project meets the IRB/IACUC/IBC requirements and begin preparing your work.
- Finalize your abstract (up to 400 words) and have your faculty mentor approve it along with the authorship listing order.
- Register online between December 1, 2017 - February 9, 2018.
- Follow steps within the online registration to have your faculty mentor approve your registration.
- Check the Registration Confirmation List at Grad.IllinoisState.edu/Symposium/ beginning January 19, 2018. Presenter(s) names will appear on the confirmation list after the faculty mentor has approved the online registration. The confirmation list will be updated weekly.
- Prepare your poster. Only an easel will be provided at the Symposium.
- You must provide a 30” x 40” to 40” x 60” mounting board.
- The day of the Symposium, learn from the experience. Have fun, talk to others, and polish your ability to present professional-level work.
- Pick up feedback forms from your faculty mentor and discuss your Symposium experience.
- Consider presenting at a professional conference/exhibit.

**IMPORTANT**

Only an easel is provided at the Symposium. You must provide a 30” x 40” to 40” x 60” mounting board.
Due to the limited space at the Bone Student Center, posters may be no larger than 40” x 60”
PRESENTATION TIPS

POSTERS:
A poster lets you summarize your research, scholarship, or creative endeavor in an engaging visual format. Space on a poster is limited, so pick what to present wisely. Your display should be self-explanatory and have a logical flow — viewers should be able to follow the order even if you are not present. Start with a rough draft of your design on paper, using graph paper or Post-it notes to simulate sections. Add photographs/graphics to make the poster visually appealing to the audience.

Keep the following questions in mind while designing your poster:

IS THE LAYOUT EASY TO FOLLOW?
Most people read from top to bottom, then left to right.

IS THE TEXT EASY TO READ?
Headings should be at least 36 point text and easily readable from at least 6 feet. All other text should be at least 18 point and legible from 4 feet.

IS THE POSTER CLUTTERED BY TOO MANY FONTS?
Do not use more than two typefaces. Instead use bold, italics, and size to set type differently. Times New Roman, Arial, Garamond and Verdana are suggested typefaces.

ARE THE COLORS DISTRACTING?
Stick to a simple color scheme.

ARE THE GRAPHICS CLEAR AND EASY TO UNDERSTAND?
Avoid elements that do not add useful information. Explanations should be within or next to figures, not referenced from elsewhere.

CAN YOU TALK ABOUT YOUR POSTER WITHOUT READING DIRECTLY FROM IT?
Be ready to discuss details that visitors cannot just read for themselves. People are interested in additional information about your work.
Below are two possible layouts for research-oriented posters.

**Common Research Poster Layouts**

**Abstract Title, Name of Student Presenter, Faculty Mentor, Mentor’s Department/School**

- **Introduction and Objectives**
- **Methods**
- **Results**
- **Conclusion**

**Abstract**

**IMPORTANT**

In a research poster, you must address the **objective** of the study, your **hypothesis**, **methods** used, your **results**, and your **conclusion**.
Below are two possible layouts for creative posters. Remember to include how or why you chose the topic, the objective, the process you used, and the final results.
Once you have designed your poster, you have to find the right resources to actually create it. Posters may be handmade or professionally printed. Either is acceptable.

PRINTED OPTION:
The Center for Teaching, Learning and Technology (Instructional Technology and Development Center, 301 S. Main) will print posters. For this option you must create your poster using PowerPoint. Make sure to set the page dimensions to the actual size of the poster. Space is limited; contact them early.

HANDMADE OPTION:
Many students choose to be creative with construction paper, photographs and drawings. The Media Lab (130 Student Services Building — located across the street from the Bone Student Center) has facilities for creating such a poster and has laminating materials.

REQUIRED MAT BOARD:
Participants must mount their poster on a 30"x 40" to 40"x 60" foam board/mat board. These may be purchased at local stores such as Hobby Lobby. The Center for Teaching, Learning and Technology also has a small supply available. Check with your faculty mentor for ideas on resources available to best prepare your poster.
ALTERNATE EVENTS TIPS

Although each department will have its own requirements (consult with your faculty mentor for details), the following tips apply to most oral presentations.

ORGANIZE YOUR THOUGHTS
Start with an outline and develop good transitions between sections. You need to be able to convey all the key information. It is a good idea to have a written version of your oral presentation. As a guideline, two pages double spaced takes about five minutes to read.

* Imagine this as a news story about your project. It may help to capture the right tone to communicate orally with the public.

HAVE A STRONG OPENING
Why should the audience listen to you?

DEFINE TERMS EARLY
If you are using terms that may be new to the audience, introduce them early in your presentation. Once an audience gets lost in unfamiliar terminology, it is extremely difficult to get them back on track.

TIME YOURSELF
Do not wait until the last minute to time your presentation. You probably only have a certain amount of time to speak, so you want to know, as soon as possible, if you are close to that limit.

PRACTICE, PRACTICE, PRACTICE
The more you practice a presentation, the more comfortable you will be in front of an audience. Practice in front of a friend or two and ask for their feedback. Record yourself and listen to it critically. Make it better and do it again.
ALTERNATE EVENTS TIPS

RESEARCH BASED ORAL PRESENTATIONS
typically include:

* Identification (title, your name, education level, faculty mentor)
* Introduction (hypothesis, reasoning, etc.)
* Method
* Results (partial or full)
* Conclusion

SCHOLARSHIP/CREATIVE ENDEAVOR BASED ORAL PRESENTATIONS
typically include:

* Identifications (Title, Your Name, Education Level, Faculty Mentor)
* Introductions (How/Why you chose the topic?)
* Objective (What did you hope to achieve? What inspired you? What did you want to have as a final work?)
* Process (How did you create or develop your work? What methods did you use?)
* Results (Did the work turn out as you planned, why or why not?)
IN ABSENTIA

To obtain In Absentia status:

* Read the Guidelines to see if your circumstances qualify.
* Speak to your faculty mentor for approval.
* Ask your faculty mentor to email an In Absentia request on your behalf to Symposium@ilstu.edu No later that February 9, 2018

IN ABSENTIA GUIDELINES:

* Registration in the Symposium assumes that the participant or group will be attending the Morning Session (9:00 am -11:00 am) or Afternoon Session (1:00 pm - 3:00 pm) for the entirety of the session. Alternate arrangements must be made by the participant’s faculty mentor.

* Many faculty members will approve attendance at the Symposium even if it conflicts with their class time. Participants who have a class that meets during their session should request permission from their professor to be absent from class.

* To accommodate a student who is unable to be present due to a conflicting academic obligation, the faculty mentor may request permission for a student to present In Absentia by February 9, 2018.

* Requests for In Absentia that are completed after February 9, 2018 will be considered on a case by case basis by the Graduate School.

* A student who is approved for an In Absentia presentation must follow all other guidelines for participants, but will not be present during the poster display. The student must arrange for a representative to set up and remove the poster during the time specified in the Symposium Guidelines.

  * If the representative is late or absent, Symposium staff will not be available to set up, remove, or store posters.

  * Students whose posters are not set up by the start of the Symposium will not be counted as participants, and posters not removed at the end of the Symposium will be discarded.

* If you are approved for In Absentia due to a class, you are still expected to attend the Symposium with your poster before and after your class time.

* Participants who do not have In Absentia approval and do not appear for their poster presentation will be considered not to have participated in the Symposium, and will not be eligible for travel reimbursement funds.
SYMPOSIUM PROJECT/PRESENTATION ASSISTANCE GRANT

This grant assists students with the costs associated with carrying out and presenting research, scholarship, or a creative endeavor for presentation at either the 2017 or 2018 University-wide Research Symposium. Reimbursement through this grant could total up to $300 for graduate students and $50 for undergraduates. These expenses must be incurred between July 1, 2017 and June 30, 2018.

Our grant application can be downloaded from the University Research Symposium webpage: Grad.illinoisstate.edu/Symposium

Completed applications must be submitted by May 31, 2018.

REQUIREMENTS

* You must be a student enrolled at Illinois State University and engaged in research, scholarship, or a creative endeavor under the direction of a faculty mentor.
* You must participate in the 2017 or 2018 University-wide Research Symposium. If you fail to participate in the University Research Symposium you will have to repay any funds you receive from this grant.
* You must request funds from your department/school, college, or from other sources as available. You must report all funding provided or pledged for the project.
REIMBURSEMENT GUIDELINES

* The total maximum reimbursement that will be awarded to an individual is $300 if you are a graduate student and $50 if you are an undergraduate student. Reimbursements are subject to availability of funding.

* Costs you incur must be related to work done for presentation at the 2017 or 2018 University-wide Research Symposium. Funds may be used, for instance, to pay costs of necessary materials, travel, postage, printing, or copying. Funds may also be used toward costs of presenting your University-wide Symposium presentation at a refereed conference or juried exhibition in your field, either before or after participating in the Symposium.

* Your request for funding may be made either before or after incurring the expense. Expenses will be reimbursed only after they are incurred and your conference has been attended. All receipts required for reimbursement must be submitted to the Graduate School Office no later than 45 days after incurring the expense.

* In order for your expenses to be reimbursed, an original receipt must be submitted to the Graduate School Office in your name. If an expense is shared on one receipt by several students, a “Shared Expense Memo” must accompany your request for reimbursement. A link to instructions for Shared Expense Memo submissions is located on the Symposium webpage, just below the grant application.

* As required by the IRS, receipts submitted for reimbursement more that 30 days after the date on the receipt may be reported as taxable income and may be subject to withholding of taxes from the reimbursement.

* Stipends, salaries, or other forms of compensation for services to you or to other individuals will not be reimbursed. Expenses charged to a grant or to a department/school or other university unit will not be reimbursed.

* Requests up to $300 if you are a graduate student or up to $50 if you are an undergraduate student will be considered until funds are exhausted or until May 31, 2018.

It is not required that you receive funding from other sources in order to apply for this grant, only that you check on other potential sources. If you ask but do not receive any other funding, you may still apply for this grant.
Good luck at the Symposium!

The University Research Symposium is sponsored by:

GRADUATE SCHOOL
Ilinois State University

For additional information contact the Graduate School:

309.438.2583
Symposium@IllinoisState.edu
Grad.IllinoisState.edu/Symposium

If you need special accommodations to fully participate in this event, please contact the Graduate School. Please allow sufficient time to arrange the accommodation.