2020 Student Symposium Guidelines

Registration Dates
January 6 – February 26, 2020

Event Date & Location
Tuesday, April 21, 2020
L.A. Pittenger Student Center, 2nd floor

Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Setup:</td>
<td></td>
</tr>
<tr>
<td>Monday, April 20</td>
<td>11:00AM – 6:00PM</td>
</tr>
<tr>
<td>Tuesday, April 21</td>
<td>8:00AM – 9:30AM</td>
</tr>
<tr>
<td>Judging:</td>
<td>9:30AM – 12:00PM</td>
</tr>
</tbody>
</table>

*Only judges may be present at this time.*

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open to public:</td>
<td>1:00PM – 3:30PM</td>
</tr>
<tr>
<td>Presentation of Awards:</td>
<td>3:45PM – 4:30PM</td>
</tr>
</tbody>
</table>

Award winners will be announced between 3:45PM and 4:30PM in Cardinal Hall. Participants must be present and checked-in to win.

Contact Information

stusymposium@bsu.edu | (765) 285-1600
http://www.bsu.edu/studentsymposium/
THE 2020 STUDENT SYMPOSIUM AT BALL STATE UNIVERSITY

Students at Ball State University are widely known for their ability to take what they have learned in the classroom and apply it to high-quality research projects and innovative creative endeavors. For twenty-five years the Student Symposium at Ball State University has provided students with the opportunity to showcase creative and scholarly projects, gaining practical experience presenting their work right here on Ball State’s campus. The Student Symposium encourages interdisciplinary discourse, allowing students to learn from their peers about engaging topics from many disciplines around the university. The Student Symposium event is open to the public and campus community, giving student participants the opportunity to share their work with a broad audience. Poster presentations are eligible for one of six scholarship awards.

Students currently involved in research projects or creative endeavors, or planning to become involved in the future, may use this as an opportunity to find potential collaborators and to see the many types of academic activities already being undertaken at Ball State. Students not yet involved in these kinds of activities will discover that attending the Student Symposium is a great way to learn about the broad range of opportunities available on campus.

All Ball State University students are eligible: undergraduate, graduate, as well as students from Burris Laboratory School, and the Indiana Academy for Science, Mathematics, and Humanities. Students must have engaged in academic activities either inside or outside the classroom and have been advised by a Ball State faculty mentor. Students from all disciplines are invited to participate in this event.

Students should have a fundamental understanding of and/or involvement in the concept and methodology of the research project or creative endeavor. Research on a project does not have to be complete, as long as a reasonable presentation can be made that conveys the essential aspects of the project and the expected/intended outcome(s).

The Student Symposium at Ball State University is also on the Web!
Official Website: http://bsu.edu/StudentSymposium
Facebook: https://www.facebook.com/studentsymposiumatbsu
Twitter: https://twitter.com/BSUSPA -- Hashtag #ssbsu20
PREPARATION FOR THE STUDENT SYMPOSIUM

REGISTRATION

➢ To complete the Student Symposium registration form, you will need:
  ▪ Supplies & space you will need for your presentation
  ▪ A complete title of your presentation (check your spelling please!)
  ▪ Name of any organization or group who funded your project, if applicable.
  ▪ Name, email address, class standing (Indiana Academy, Burris, Freshman, Sophomore, Junior, Senior, Graduate Student), department, and college for each presenter
  ▪ Name, email address, department, and college of faculty mentor

➢ If you have co-presenters, their information must be complete to be included in Symposium materials.

➢ You will need to identify a faculty mentor. Your faculty mentor can be any faculty member who is familiar with your research or project and is willing to support you in presenting at the Symposium (and coach you in the preparation of your poster presentation). **It is extremely important that you confirm that your mentor understands you wish to present and agrees to support your participation.**

➢ Each student may present only one project as the primary presenter. Students may be a co-presenter on multiple projects. However, consider that it may be difficult for an individual to be adequately involved in several presentations at the same event.

➢ Due to space constraints, only groups of up to four presenters (1 primary, 3 co-presenters) may register. We understand some project teams are larger than 4 participants, however only 4 presenters are allowed per entry. Consider breaking larger projects up into multiple presentations.

➢ We will try to accommodate special presentation needs, such as electrical access and extra table space. Indicate requests in the appropriate section on the registration form. Spaces with access to electrical outlets are extremely limited and should only be requested if electricity is essential to your presentation (not to be used to charge cell phones, laptops not being used in presentation, etc.).

➢ Information for name tags, programs, table tents, and certificates will be taken directly from the registration form. Please be sure to check spelling and provide accurate information!

➢ You will receive an automatic email confirmation from the registration system. Please use this opportunity to once again check your information for accuracy. If you have not received the confirmation email **within 24 hours of registration**, check your junk/spam email folder. If you still have not received the confirmation email, contact us at stuysimposium@bsu.edu to confirm your registration.

➢ We cannot guarantee that any changes made to registration information after submission will be included in any Symposium materials (program, judging sheets, etc.). Therefore, all care should be taken to ensure accurate information is entered on the registration form.
FACULTY MENTORS

- Students are required to have a faculty mentor to register.
- Faculty mentors are strongly encouraged to attend the public session.
- We recommend mentors assist their students with presentation practice or display design, particularly students who have not yet presented their work in a conference setting.

POSTER PRESENTATIONS

- Presentations may be in the form of a poster, a display of a creative work, and/or a multimedia display.

- Regardless of presentation form, each display will be allotted a 3’x 15” (1/4 of a six-foot table, see picture) area unless one full side of the table (6’ x 15”) is requested on the registration form.

- Display Details: A limited supply of self-standing, tabletop, foam core poster boards, 48” x 48” X 12”, tri-fold are available from Sponsored Projects Administration (SPA) at no cost. To reserve one of these boards, check the appropriate box on the registration form. These boards will be offered on a first come, first serve basis. (See Some Tips on Poster Design section of this document)

  - Poster boards will be available for pick up during setup hours at the registration table, but not before.

  - No permanent attachments/changes may be made to SPA poster boards (i.e. no writing or tape). Push pins will be provided to affix materials to the poster boards. Any presenter who intentionally damages a poster board will be responsible for the replacement cost. No cutting or otherwise mutilating the poster boards!

- If you need an outlet, please specify on the registration form, so that your project is assigned to the appropriate area. Outlets are in extremely short supply and should only be requested if needed for your presentation. Outlets should not be used to charge cell phones, laptops not being used in your presentation, or for any other purpose not related to your presentation. You will need to provide your own surge protector.

- It is the responsibility of the presenter(s) to reserve/provide any special equipment for projects.

- If you need open space (i.e., not a table) for an easel or other form of display, please so indicate on the registration form under “Equipment/Space Requirements”. (If “No Table” is chosen, it is up to the presenters to supply their own presentation equipment/setup.)
POSTER SETUP

- There will be two set up times for the Student Symposium: Monday, April 20th, 11:00AM – 6:00PM and Tuesday, April 21st, 8:00AM – 9:30AM.
- If your display involves valuable items, such as electronics or artwork, you are highly encouraged to come to the Tuesday morning setup time. We cannot guarantee the security of any items left overnight.
- Please check-in at the registration table, and you will be directed to your presentation space. If you have reserved a poster board, you will be given one at that time.
- Your allotted space will be marked on your table.
- Please be considerate of the people around your presentation. Do not disturb other displays during setup. If there is an issue with another presentation in your space, please let Symposium staff know ASAP so we can resolve the issue. Please, do not move or touch another display without permission.
- Due to the size of this event, the Student Center is not able to provide table skirts or covers.
- If you have an interactive/multimedia project:
  - Please allow yourself ample time for setup.
  - Be sure to leave clear usage instructions for the judges.
- Make sure your area is free of clutter and debris when you have finished your setup.
- All setup must be completed by 9:30AM Tuesday, April 21st. After this window, only judges and Symposium staff will be allowed in the Ballroom. If you miss the set-up time window, you may return at 12:45PM to participate in the poster session, but your poster will not be eligible for awards.

NOTES FOR THE PRESENTATION

- Refreshments will be provided in the Ballroom from 1:00PM-3:30PM until the start of the awards ceremony.
- The required dress attire for the event is Business Casual. Remember, this is a professional event. Dress in a way that best represents you and your work. Please ask your faculty mentor if you need guidance.
- The poster session and award ceremony are open to anyone who would like to attend. Please invite your classmates, friends, faculty, family, etc.!
- Presenters are to arrive no later than 12:50PM to the L.A. Pittenger Student Center Ballroom on the 2nd floor. The doors will open to the public at 1:00PM for viewing. Please check-in with your ID at the registration table before proceeding to your display. Only presenters who are checked in for the poster session will be eligible for awards.
- Name tags and certificates of participation will be placed at your display area. Please wear your nametags for the duration of the public session.
- Chairs are not provided during the poster session. Please be prepared to stand for the duration of the public session. Contact Symposium staff if you need special accommodations.
Judges may need to ask questions before final decisions are made. They will be asking these questions during the public session.

Winners will be announced at the afternoon award ceremony at 3:45PM in the Student Center Cardinal Hall. **You must be present or have a preapproved Proxy to win.**

Presenters are asked to remain until the end of the award ceremony. At that time, breakdown of presentations may begin. For the security of the displays, the Ballroom will be locked during the award ceremony and no one will be allowed in at this time. Any displays remaining after event tear-down will be disposed of unless arrangements have been made prior to the day of the event with Symposium staff.

**SOME TIPS ON POSTER DESIGN**

All Ball State, students can get [large format printing](#) through the [GIS Research & Map Collection](#) for a fee. Charges are processed through the user’s Bursar account. Alternatively, some departments offer large format printing. Ask your faculty mentor about this!

- Use PowerPoint for easy design and layout.
- Don’t be afraid to be creative!
- Use an appropriate font size and type face. We recommend Arial, 20-25pt, something that can be read from 4 feet or more.
- Choose colors and fonts that are easy on the eyes (i.e. avoid neon green or scripty fonts).
- Short, snappy titles are best.
- Include your name(s) on the poster.
- Cite your work (even images).
- Remember to thank your sponsors and mentors.
- Use bullets and lists to break-down key points.
- Give your text boxes subheadings to help guide the audience through your poster.
- KEEP IT SIMPLE! Your audience should be able to get a general understanding of your research via your poster. You’ll have time to talk with attendees to explain your work.
- Avoid crowding your poster with too much content.
- Use graphs, diagrams, and pictures whenever possible - use your own images!
- Don’t wait until the night before to design your poster.
- Give yourself plenty of time to set up during setup times. If your presentation requires technology, come to the early setup times and make sure it all works, and that you have provided clear instructions for any interactive displays!
Remember – the presentation of your project has as much to do with the success of communicating your work as the activities themselves do!

More tips for layout and design can be found at:
- BiteSizeBio: [https://bitesizebio.com/13599/10-tips-on-writing-a-research-poster/](https://bitesizebio.com/13599/10-tips-on-writing-a-research-poster/)
- Poster Design with some templates: [https://colinpurrington.com/tips/poster-design/](https://colinpurrington.com/tips/poster-design/)
- NYU Guidance: [https://guides.nyu.edu/posters](https://guides.nyu.edu/posters)
- UNC Poster Tips: [https://gradschool.unc.edu/academics/resources/postertips.html](https://gradschool.unc.edu/academics/resources/postertips.html)
- Berkeley Tips: [https://hsp.berkeley.edu/sites/default/files/ScientificPosters.pdf](https://hsp.berkeley.edu/sites/default/files/ScientificPosters.pdf)

**POSTER SESSION JUDGING PROCESS**

- Judges are Ball State faculty members and administrators.
- Judges will not evaluate student projects that are from his/her own department.
- Each judge is assigned a portion of the poster entries to evaluate and each poster will be evaluated by more than one judge. The scores will then be tallied by Symposium staff to determine award winners.
- Project participants will not be present during the judging session.
- It is not possible to award every deserving display. There is so much more to the public session than just the competition and awards!

**JUDGING CRITERIA**

**Content**

- Potential Impact (or conclusions, if available) (take home message)
- Originality (novel methods, new approach)
- Intellectual and/or Creative Merit (contribution to the discipline)

**Display**

- Organization (logical presentation and progression of ideas)
- Visual appeal (attractive and balanced)
- Message (easy to quickly gather implications of work)
KEYS/LITTEN/SMITH STUDENT SYMPOSIUM AWARDS

The Keys/Litten/Smith awards were established in memory of Dr. Linda Keys, Mr. Jeffrey Litten, and Ms. Sandra Smith who worked in SPA (then the Office of Academic Research and Sponsored Programs) for a combined thirty years. Linda, Jeff, and Sandi were great cheerleaders for the Student Symposium and all-around supporters of student engagement in Research Projects. Accordingly, the awards recognize students for their outstanding research or creative endeavors presented at the Student Symposium.

Appointed judges will preside over the entries for the awards. Judges will individually rank projects, and the highest scoring entries (as tabulated by Symposium staff) will receive awards.

The six winning projects will be announced during the award ceremony in Cardinal Hall. Students must be present to win. To still be eligible for the awards in the case of a time conflict (participant has a class), participants must make arrangements to have a proxy in place and clear the proxy with the Symposium staff prior to the day of the Symposium. In the event of a team award, the scholarship will be awarded to the primary participant (the first participant on the registration). The primary participant will be responsible for dividing the winnings amongst their team.