2015 Student Symposium Guidelines

Registration Dates
Monday, January 12 – Monday, February 2, 2015

Event Date & Location
Tuesday, March 31, 2015
L.A. Pittenger Student Center, 2nd floor

Schedule of Events

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<td>Judging</td>
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Prize winners will be announced at 4:30 p.m. in Cardinal Hall.
Participants must be present to win.

Contact Information
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http://www.bsu.edu/spo/
THE TWENTIETH ANNUAL STUDENT SYMPOSIUM AT BALL STATE UNIVERSITY

Students at Ball State University are widely known for their ability to take disciplinary knowledge learned in the classroom and apply it to high-quality research project and innovation creative endeavors. For twenty years the Student Symposium at Ball State University has provided students with the opportunity to showcase creative and scholarly projects, while gaining practical experience presenting their work in a conference setting right here on Ball State’s campus. The Student Symposium encourages interdisciplinary discourse, allowing students to learn from each other about engaging topics from many disciplines around the university. The Student Symposium is open to the public, allowing student participants the opportunity to share their work with a wider audience. Poster presentations are eligible for one of six cash prizes and all paper presentations will receive feedback from a faculty moderator.

Students who are 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 University. 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, those 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 completed 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/About/AdministrativeOffices/SPO/SPOlights/StudentSymposium.aspx
Facebook: https://www.facebook.com/studentsymposiumatbsu
Twitter: https://twitter.com/BSU_SPO -- Hashtag #ssbsu15
Blog: http://researchnewsletter.blogspot.com/
PREPARATION FOR THE STUDENT SYMPOSIUM

REGISTRATION

- Fill out the 2015 Student Symposium Registration Form

  - To complete the registration form you will need:
    - The type of project being presented.
    - What kind of equipment/space you will need for your project.
    - The complete title of your presentation.
    - A 1,000 character abstract for your project. These abstracts should be thoroughly checked for spelling and accuracy.
    - The name of any organization or group who funded your project.
    - Name, email address, phone number, class standing (Freshman, Sophomore, Junior, Senior, Graduate Student), department, and college for each presenter.
    - Name, email address, phone number, department, and college of faculty mentor.

- You must submit the completed registration form by 5:00 p.m., Monday, February 2nd, 2015. Partial or incomplete registrations will be accepted at the discretion of Symposium Staff.

- If you have co-presenters, their information must also be filled out completely.

- You will need to identify a faculty mentor. Your faculty mentor can be any faculty member who is familiar with your research and is willing to support you in presenting at the Symposium. It is extremely important that you ensure that your mentor understands you wish to present and agrees to support your participation. We will be verifying this information with your mentor prior to the Student Symposium.

- 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) are able to register. More students may work on the project, but only four may register.

- 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.
Abstracts have a 1,000 character limit and should include your project purpose, a problem statement, and what you planned to discover/a conclusion. These abstracts will be given to the judges and moderators; please proofread for spelling and coherence before submitting.

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 SPO.BSU@gmail.com to confirm your registration.

Any changes to information provided on the registration form must be submitted by 5:00p.m., Friday, February 6th, 2015.

**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 4’x 18” (1/4 of an eight foot table, see picture) area unless one full side of the table (8’ x 18”) 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 SPO 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 Do’s & Don’ts of 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 our 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. **There will be absolutely no cutting or otherwise mutilating the poster boards! Intentionally damaging a university-owned poster board could result in expulsion from this year’s Symposium and exclusion from participating in future years.**

If you need an outlet, please specify on the registration form, so that your project is assigned to the appropriate area. **You will need to provide your own surge protector.**

The Sponsored Programs Office does not provide any equipment. It is the responsibility of the presenter(s) to reserve/provide any special equipment for projects. Media equipment can be reserved through individual departments or through **Equipment & Projectionist Services**, located in the basement of Bracken Library.

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.)

**Paper Presentations**

Papers will be divided into sessions based on number of papers and topics submitted. Each session will be moderated by a faculty member. Each presentation will be allotted 15 minutes, plus time for questions.

You will receive the time and location of your session once registration has ended and we have a chance to review all paper submissions. If the time you are assigned conflicts with a class please contact Symposium staff ASAP so we can resolve the issue.

All presenters should arrive no later than one half hour before their assigned start time. There will be a check-in table on the second floor the Student Center where you will check in with Symposium staff.

Presenters are expected to be courteous to the other presenters in their session and remain for the entirety of that session while others present.

Providing talking points or a PowerPoint presentation is encouraged, as opposed to reading a complete paper, given the time considerations.

Seating style in each space will be theatre-style. Sessions will be held in the Forum Room, Music Room, Cardinal Hall C, and Cardinal Hall A. A head table with podium or lectern will be provided, along with projector, screen, and computer.
Presenters are responsible for bringing presentations on a USB flash drive. Presentations should be compatible with Microsoft Office.

Power Points and/or abstracts will be posted the Student Symposium website and blog.

**Poster Setup**

- There will be two set up times for the Student Symposium: Monday, March 30th, 2:00 – 5:00 p.m. and Tuesday, March 31st, 6:00 – 8:00 a.m..

- 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 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 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 8:00 a.m. Tuesday, March 31st, 2015.** At this time only judges and Symposium staff will be allowed in the Ballroom.
Student Symposium PUBLIC SESSION

- Presenters are to arrive no later than 12:45 p.m. to the L.A. Pittenger Student Center on the 2nd floor. The doors will open to the public at 1:00 p.m. for viewing. Please check-in at the registration table before proceeding to your display. Only presenters who are present will be eligible for awards, so it is crucial that you check in with us.

- Refreshments will be provided in the Ballroom until the start of the awards ceremony.

- Name tags and certificates of participation will be placed at your display area. Please wear your nametags for the duration of the public session.

- **Dress:** Business casual. Remember this is a professional event.
  - **Women:** A reasonable length skirt (not mini-skirt) or full-length trousers of a *non-denim material* combined with a top (such as a dress shirt, polo, or sweater set) is considered acceptable. Leggings worn alone or under a questionably short skirt are not acceptable. An informal dress with appropriate skirt length is also acceptable.
  - **Men:** A combination of collared shirt (such as a dress shirt or polo shirt), cotton trousers (such as khakis or dress slacks – *no jeans*) with a belt, and dress shoes (such as loafers) with socks is generally acceptable. A blazer or business jacket can optionally be added.
  - **Unacceptable:** Gym clothes, rumpled or ripped clothing, miniskirts, visible underwear, inappropriately revealing attire such as bare midriffs, and flip-flops.

- Chairs are not provided during the poster presentation. 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 main event.

- Winners will be announced at 4:30 award ceremony in the Student Center Cardinal Hall. **You must be present to win.**

- Presenters are asked to remain until 5:00 p.m. At that time, breakdown of presentations may begin. For the security of the displays the Ballroom will be locked during the awards presentation and no one will be allowed in at this time. Any displays remaining after 6:00 p.m. will be disposed of unless arrangements have been made prior to the day of the Symposium with Symposium staff.

- The public session is open to anyone who would like to attend. Please invite your friends, family, classmates, etc.! There are form letters for invitations, printable flyers, and hometown newspaper releases available upon request. Email [SPO.BSU@gmail.com](mailto:SPO.BSU@gmail.com) for more information.
DO’S AND DON’TS OF POSTER DESIGN

DO!

- **Do** use an appropriate font size and typeface. We recommend Arial, 20-25 point size, something that can be read from 4 feet or more.
- **Do** choose colors that are easy on the eyes (i.e. no neon green).
- **Do** include your name(s) on the poster.
- **Do** lay out your poster in a logical, easy-to-follow order, and break up data and charts into sections.
- **Do** get your poster ready early. If your presentation requires technology, come to the early setup times and make sure it all works!
- **Do** remember – the presentation of your project has as much to do with the success of communicating your work as the activities themselves do!

DON’T!

- **Don’t** use too many colors, font sizes, or styles, as it will make the poster look busy and difficult to read.
- **Don’t** crowd the poster with too much content.
- **Don’t** use a lengthy title. Short, snappy titles are best.
- **Don’t** elaborate too much with poster content. Remember to keep it simple for a general audience. You'll have time to talk with attendees to explain your work.
- **Don’t** forget to thank your sponsors and mentors!

More tips for good poster layout and design can be found at:

http://www.lib.uct.ac.za/infolit/poster2a.htm
JUDGING PROCESS & AWARDS

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 given only a portion of the poster entries to evaluate and each poster is evaluated by more than one judge. The scores are then tallied by Symposium staff to determine award winners.
- It is not possible to award every deserving display. Remember, there is much more to the public session than just the competition and awards!

Keys/Litten/Smith Student Symposium Awards

Two categories of awards will be presented:

- **FOUR** $100 awards for the most compelling poster *projects*
  - These awards will be based on considerations such as the relevance of the project idea, quality of the research design or investigative process, clarity with which the data supports conclusions, and indication of significance to the field.

- **TWO** $100 awards for the most engaging poster *presentations*
  - These awards will consider aspects such as the appropriateness of the style and format to communicate the work, the ease by which the viewer can understand and appreciate the project, and the novel, fresh, or inventive way of designing a display.

The Keys/Litten/Smith awards were established in memory of Dr. Linda Keys, Mr. Jeffrey Litten, and Ms. Sandra Smith who served in the Sponsored Programs Office for a combined thirty years. Linda, Jeff, and Sandi were great cheerleaders for the Student Symposium and all-around supporters of students. 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 will be declared winners in the two areas.

The winning projects will be announced during the 4:30 p.m. 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 (ex. presenter 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.
20th Annual Student Symposium

Tuesday, March 31, 2015, 8:00 a.m. – 12:00 p.m.

Judges Scoring Sheet

Student Name: [Student Name]
Co Presenter(s): [Co Presenter(s)]

Abstract:

**Content**

Title Descriptive

Abstract (simple, readable, direct, and thorough)

Introduction/ background (sets poster context)

Objectives clearly stated

Clear methodology that ties back to objectives

Potential Impact (or conclusions, if available) (take home message)

Originality (novel methods, new approach)

Intellectual Merit (contribution to the discipline)

**Total:** ________

**Display**

Organization (logical presentation and progression of ideas)

Flow (logical layout & can follow easily from one location to the next in proper order)

Visual appeal (attractive and balanced )

Figures and tables (Simple, illustrative, and tied directly to results)

Illustrations (eye-catching artwork or photography that contributes to subject matter)

Writing clarity (easy to understand, short and direct statements)

Message (easy to quickly gather implications of work)

**Table ID:** [Table ID]
Volume of material (appropriate amount of information for a poster) 1 2 3 4 5

Total: ________

Comments