



## Research Day at the Capitol March 15, 2012

### About Your Money

#### \$250 Stipend Check

Each student exhibitor must provide the EPSCoR office a fully completed financial responsibility form in order to receive a \$250 stipend check. The check, which is to be used to develop your display, will be mailed to the lead student within approximately two-three weeks. OSU students will receive their stipends via the OSU Bursars office.

Please note: these are State of Oklahoma-issued checks that will be mailed to the permanent address that was provided on the nomination form, which may or may not be the same as your school address. "EPSCoR" will not be noted on the checks—only "State of Oklahoma."

### Important Deadlines: February 14<sup>th</sup>, 4 p.m.

#### Hotel Reservation Deadline: February 14, 4 p.m.

EPSCoR will provide lodging on the evening of Wednesday, March 14 (evening before Research Day) for student participants who live outside the OKC metro area and who have requested lodging prior to the deadline. EPSCoR will pay the hotel directly for one room per nominated student for lodging. Additional rooms for friends and family are not included. The hotel will require a credit/debit card from students at the time of check-in to cover any incurred incidentals such as room service, pay-per-view movies, etc.

Please notify me at [gmler@okepscor.org](mailto:gmler@okepscor.org) no later than February 14<sup>th</sup> at 4 p.m., if you will require a hotel room, and I will secure the reservation on your behalf.

Please note: *In order for OK EPSCoR to pay the hotel directly for your room, the reservation must be made through our office—not via the hotel reservation link that is available for faculty advisors and family members.*

The designated conference hotel is: Courtyard Marriot Downtown/Bricktown, 2 West Reno, OKC, OK 73102.

#### Guest Names Deadline: February 14, 4 p.m.

Please provide EPSCoR with the names of everyone in your party who will be attending lunch (include family, friends, faculty advisor, etc.). These guests will be issued name tags that will allow them to have access to meals and snacks throughout the day. Send this information to [gmler@okepscor.org](mailto:gmler@okepscor.org) no later than February 14<sup>th</sup> at 4 p.m.

#### Electrical Outlet or Extension Cord Request Due: February 14, 4 p.m.

If you would like to request for your poster station to be placed near an electrical outlet and for an extension cord to be provided, please email your request prior to February 14 and I will do my best to secure your placement.

## Important Deadlines, Continued

### Final Revised Abstracts Deadline: February 14, 4 p.m.

If you wish to alter or edit the abstract that you originally submitted, you must submit your final, revised abstract in MS Word format (no PDFs accepted) prior to February 14<sup>th</sup> at 4 p.m. Use the provided template for your submission. It should be in a standard abstract one-paragraph format that describes your project in lay language. Please avoid scientific jargon and include how your research will or could benefit society. More judging criterion can be found on the sample judging sheet provided.

If you need to revise any of the original information that was submitted on your nomination form, the updated information is also due in the EPSCoR office by February 14. This information may include: finalized title of your exhibit, updated names of exhibitors, etc.

Please send your revised information, including updated abstract (using Microsoft Word) via email to: [gmillar@okepscor.org](mailto:gmillar@okepscor.org). **If your revised abstract or other information are not received by the February 14<sup>th</sup> deadline, your original submissions will be printed in the program and provided to the judges.**

## Display and Presentation Information

### Guidelines for Developing Your Display

- 1) Students will be provided a 6 ft. table, covered with a white floor-length tablecloth. You must bring your own easel, backdrops (if desired), as well as push-pins, Velcro or other attachment materials.
- 2) The standard size of a scientific poster is 48" wide by 36" tall. Slight deviation from these dimensions is acceptable.
- 3) Place the name of the institution that you're representing at the top of your poster.
- 4) In the right-hand corner of your display, leave a space for a number, which will be provided to you by the EPSCoR staff when you set up your display on March 15<sup>th</sup>. Please allow a space of 4 ½ x 5 ½ inches on your display board for this purpose, preferably in the upper right corner. This number will be given to the judges and to your legislators to assist them in finding your location in the rotunda.
- 5) Design the display to be *SIMPLE and EASY to READ!* Keep in mind that your audience will be legislators and the general public, who may have no scientific training. Avoid dwelling on the intricate details of the research. The inclusion of large photos and using as few words as possible keeps the display simple and attractive. *Keep in mind that your societal impact statement will be of great interest to legislators.*
- 6) We encourage you to bring hands-on materials to be used at your exhibit, if applicable. This will catch the legislators' attention more quickly and makes a good impression on the judges.

## Suggestions for a Successful Poster Presentation

***The oral judging for each student will consist of: three minutes of oral presentation by the student and two minutes of questions from the judges. This will be timed by stop watch.***

1. Review the sample judging sheet in this packet to determine the criteria that you will be judged on.
2. Judges will read your abstract, so review what you've already submitted and advise our office of any changes prior to February 14<sup>th</sup>. (Submit your final abstract in MS Word format, per the provided template.) If a revised abstract is not submitted, it is assumed that you wish to use the one originally provided.
3. Do mock presentations for your family/peers and faculty mentor prior to the event. They can provide you with terrific feedback. Your family or peers, who may have different educational interests than you do, can tell you if you're presentation is too scientific, while your research mentor can provide support and feedback for the science.
4. Faculty mentors may not be standing near their students' posters during oral judging.
5. Judging begins promptly at 8:15 a.m. with the regional colleges/universities. After spending five-minutes at each poster, the judges will break to discuss the regional winners. They will then proceed to judge the research-intensive posters. (This may or may not be in numerical order.) However, even when you're not presenting to the judges, they are aware of you. So, be ready and make a good impression at all times.
6. Talk loud and project your voice—the room can be noisy.
7. The judges will have different areas of expertise. They will be highly educated, but not necessarily in your field of expertise.
8. The research objective should be a key point of your poster.
9. The societal impact statement is extremely important. This will tell what you have accomplished and how it could benefit the general public. Example: "Through this research, we have identified and manipulated advanced polymer composites in concrete that may be used to increase the structural integrity and safety of bridges by 9.5 percent."
10. Answer, "What have you accomplished with your research?"
11. Statistics are good—provide proof of your outcomes.
12. Focus on what you contributed in regards to the research. Don't claim to have done all of the research if that's not the case. Give credit where credit is due and "toot your own horn" if it is applicable. I.e., "With assistance I \_\_\_\_\_." "In collaboration with my faculty mentor I \_\_\_\_\_." "I explored \_\_\_\_\_ with the grad assistant on the project." "I independently performed \_\_\_\_\_."
13. The judges will ask questions—don't be intimidated. Be concerned if they DON'T ask questions!

**Student/Institution:****Poster Topic:****1. Abstract**

(Format, clarity, societal impact, objective of study, results, conclusions, etc.)

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**2. Scientific presentation**

(Clear purpose, hypothesis, background info, results, impact, further study expected)

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**3. Student's ability to explain project**

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**4. Visual appearance**

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**5. Clarity for general audiences**

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**6. Societal impact statement**

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**7. Overall**

1	2	3	4	5	6	7	8	9	10	_____
Lowest > Highest										

**NOTES:** \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_ **Total points** \_\_\_\_\_