



Research Day at the Capitol * Tuesday, March 26, 2019

Judging Session to be held: March 25, 2019

About Your Money...

\$250 STIPEND CHECK

A \$250 stipend check will be provided to each student nominee after attending the Student Information Session. A fully completed Financial Responsibility Form must be on file with EPSCoR in order to receive the stipend. The check, which is to be used to develop the poster display and offset travel expenses, will be mailed to the nominated student approximately 4-6 weeks after the student information/training session. OSU students' stipends will be processed through the OSU Bursars Office; the Bursar may apply your stipend to an outstanding account balance if you have one.

Please note: these are Oklahoma State University-issued checks that will be mailed to the permanent home address that was provided on the formal nomination form, which may or may not be the same as your school address. "EPSCoR" or "Research Day at the Capitol" will not appear on the checks—only "Oklahoma State University."

Important Deadlines...

HOTEL RESERVATION DEADLINE: FEBRUARY 4

EPSCoR will provide lodging on the evening of Monday, March 26, 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 and self-parking for one vehicle. Additional rooms or parking fees for friends and family are not covered by EPSCoR. However, a second adult guest may stay in the student's room at no additional charge. The hotel will require a credit/debit card from each student at the time of check-in to cover any incurred incidentals such as room service, pay-per-view movies, etc.

Notify me at gmillerokepscor.org no later than February 4th at 4 p.m. if you will require a hotel room, and I will secure the reservation on your behalf. Confirmation numbers will be provided to you prior to the event.

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: Hyatt Place Hotel, Oklahoma City.

FINAL REVISED ABSTRACT AND DOCUMENT DEADLINE: FEBRUARY 4, 8 A.M.

You may submit a revised abstract—submission deadline is February 4th at 8 a.m. Use a standard abstract format; files must be submitted in MS Word (no PDFs will be accepted); 350 words maximum; name your file *REVISED_LASTNAME_FIRSTNAME* (or similar). If images are used, they will detract from the available word count; submit images as separate files, not embedded in the document. Avoid scientific jargon and include how your research will or could benefit society. More judging criterion can be found on the provided sample judging sheet.

Important Deadlines, Continued...

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 4. This information may include: finalized title of your poster, updated names of exhibitors, etc.

Send all revisions to: gmillers@okepscor.org. **If your revised abstract or other information are not submitted by the February 4 deadline, your original submissions will be printed in the program and provided to the judges.**

STUDENT AND GUEST ONLINE REGISTRATION DEADLINE: MARCH 11

All student researchers and anyone who will be attending Research Day at the Capitol in support of the student researcher must register online at <http://www.okepscor.org/2019-research-day-capitol-participant-sign-form-guests-faculty-mentors-student-researchers> no later than March 11, 2019. Please advise people who will be attending, including family, friends, faculty advisor, etc., about the need to register.

Poster and Display Guidelines...

GUIDELINES FOR DEVELOPING YOUR POSTER AND PREPARING YOUR CAPITOL DISPLAY

- 1) Students will be provided a 6 ft. table, covered with a white floor-length tablecloth at the State Capitol. You must bring your own easel, firm board for your poster, as well as pushpins 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 are representing at the top of your poster.
- 4) Leave a space for a number in the right-hand corner of your display. The number will be provided to you prior to entering the judging room at the Hyatt Hotel. You should allow a blank 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 used by the judges, and it will also be provided to your legislators (to assist them in finding your location in the rotunda). Leave the number on your poster during the Capitol event on Tuesday.
- 5) Design the poster layout to be *SIMPLE and EASY to READ!* Keep in mind that your audience will not only be judges, but also 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/graphs and limiting the amount of text keeps the display simple and attractive. *Your societal impact statement will be of great interest to legislators and the judges.*
- 6) We encourage you to bring hands-on materials to enhance your poster exhibit at the Capitol, if applicable. Bring materials that you feel will help explain your research to the Legislators. You may also bring hands-on materials to your judging presentation if you wish, as long as there is no set-up time involved.
- 7) The poster and the abstract must be the work of the student!

Judging Guidelines (Monday, March 25, 2019, Hyatt Hotel)

- Students will be provided a designated time to check-in at the hotel judging area (between 9:00 a.m. and 4:00 p.m.).
- Posters must be mounted on firm-backed boards (capable of being displayed on a standard easel).
- You will be provided a poster number prior to entering the judging room. The poster number must remain on your poster during the Capitol session the following day.
- An easel will be provided in the judging room.
*Important: Easels **will not** be provided at the Capitol, only during the judging session. You must bring your own easel to the State Capitol.*
- Each student will take their poster into the judging room at the beginning of their individual judging session; they will remove the poster when they exit.
- The poster and oral judging for each student will consist of:
 - 3 minutes of oral presentation by the student, followed by a maximum of 5 minutes Q&A by the judges. This will be timed by stopwatch.

Judging Suggestions and Insight...

1. Review the sample judging sheet in this packet to determine the criteria that you will be judged on.
2. Judges will read and score your abstract as part of your composite score, so review what you've already submitted and advise our office of any changes prior to February 4. (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 with your nomination package.
3. The judges will have different areas of expertise. They will be highly educated, but not necessarily in your field of expertise, so avoid jargon.
4. Perform 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 your presentation is too scientific, while your research mentor can provide support and feedback for the hard science.
5. 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.
6. The judges will ask questions—don't be intimidated. It's what they're supposed to do!