

Guidelines for Undergraduate Research Conference

A) Pre-conference Requirements:

1. The student should prepare an abstract for inclusion in the conference booklet. In the case of an artistic project, an artist's statement is appropriate. This abstract should be no more than 250 words using the following format:

AUTHOR, A.A. and AUTHOR, B. B. Department of Major, Title of Project, Text of Abstract. Indicate session presenting (morning or afternoon) and your faculty sponsor.

This abstract or statement should be in a Word format in a font size of 10 and be sent to research@clarion.edu as an email attachment by April 3, 2009. Indicate in the subject line **ABSTRACT**. Work with your advisor on preparing your abstract. The abstract and research title should also appear on your poster.

B) Conference Requirements:

1. The conference will be held on Friday, April 17, 2009 on the first floor of the Carlson Library from 10:00 a.m. until 3:00 p.m., with a break from 12:00 p.m. until 1:00 p.m. The library opens at 8:00 a.m., so you can set-up between 8:00 a.m. and 9:30 a.m.

2. The format for the conference will be posters of the research results. The directions for preparing posters are given below. If this format will not work for your presentation, please notify the conference coordinators given below and let them know of your equipment needs.

3. Students should be in attendance at their poster or display from 10:00 – 12:00 in the morning session, or from 1:00 – 3:00 in the afternoon session. Students must be at either the morning or afternoon session, but they are not required to be at both sessions. Students should be prepared to answer questions regarding their study. Please indicate on your abstract which session you prefer.

4. Most students should plan to present the results of their study in a poster format. The poster will be pinned to a foam-board. Students in the arts may want to prepare a portfolio of their graphic images or artistic products, or present the materials in a more appropriate format.

5. Students should dress professionally for the conference.

6. Posters need to be taken down after the conference between 3:00 p.m. to 5:00 p.m. on Friday, April 17.

C) Preparing the Poster:

1. Students preparing posters should have their materials in a Power Point format on a disk. The poster should be prepared on only **ONE** slide and not multiple slides. This slide should be 24" wide by 36" height. You will include all your text, graphs and images in this slide. In Power Point, go to page set up and set the width of the poster at 24" and the height at 36", margins should be at least 3/4" on all sides. You can always zoom to 100% in order to view your work in the printable size. Dr. Yasser Ayad in the AGES Department (Rm. 335 Peirce) will assist the students in the GIS lab in the printing of their posters. Dr. Ayad can be contacted at #2990 or yayad@clarion.edu. Students should schedule a time to print their posters between April 8 and April 15. Work with your advisor in preparing the poster.

2. The following websites are reference sites to help you in preparing your presentation poster.

<http://www.ncsu.edu/project/posters/NewSite>

<http://www.people.eku.edu/ritchison/posterpres.html>

<http://limacenter.osu.edu/Poster/Index.html>

Questions: Dr. Ryan Theroux (#2521), rtheroux@clarion.edu