

# **GUIDELINES FOR PRESENTING AT THE GRADUATE STUDENT RESEARCH FAIR**

**April 28, 2017**

**2:00pm – 6:00pm**

**JCP Summit Lounge**

The Graduate School is pleased to sponsor the annual Graduate Research Fair. Applications to present a poster at the 2017 GRF are invited from all graduate students.

## **To Apply**

Applications must be submitted on line at:

<https://goo.gl/forms/v4s1U7in7d4AgeET2>

You will need to use your UMSL Google Drive access in order to register. This is simply your [Your SSO ID]@umsl.edu.

If you do not know your SSO ID you can look it up at <https://password.umsl.edu>.

If you have not accessed your UMSL Google Drive before you can learn how here: <https://www.umsl.edu/technology/google-apps/mydrive.html>

Within the online application, you will be able to upload your abstract. Please use our Abstract Submission Form when you submit:

<http://www.umsl.edu/gradschool/events/abstract-approval.pdf>

*\*The fillable form is most compatible with Internet Explorer.*

You will need to fill out the form and send it to your advisor for approval and their signature. Once the form has been signed by the author, advisor, and any co-authors, you may then upload it to the online application and submit your registration. The abstract should include the title of your poster and a list of all co-authors and should be

less than 400 words. You can log back into the sign up at any time to upload your abstract if you do not have it complete at the time of registering.

**Please note:** Your research advisor must approve your abstract before you upload your form to the online application.

The deadline to complete the on-line application and submit your abstract is Friday, April 14th at 5:00 PM.

### **Public Disclosure of Intellectual Property**

Your poster presentation constitutes a public disclosure of University and/or your intellectual property (IP), which may result in the loss of foreign patent rights and put a time limit on filing a US patent application. As part of the service provided by the UMSL Office of Research Administration, ORA staff will read your abstract and work with you and your faculty advisor to determine whether protection of University and/or your IP is recommended. If University IP is involved, UMSL can file a provisional patent application very quickly in order to preserve the patent rights for the inventor(s) and the University. **This process in no way will affect your ability to present your poster at the Graduate School Research Fair.** For more information, contact Tamara Wilgers, Director – Technology Commercialization & Economic Development (x6884, [wilgerst@umsl.edu](mailto:wilgerst@umsl.edu)).

### **General Information for Presentation**

- The GRF is designed for posters. There are no platform presentations.
- The Graduate School will provide a 2' x 5' table for your poster. You will have to provide any other items you need, including backboards, easels, pushpins. In most cases, the best option is to use an easel with your poster mounted on a 3' x 5' poster board. Your presentation may be viewed on a laptop if you can provide your own computer.
- If your poster describes a collaborative project, other student contributors should be listed as co-authors on your poster.

- You should have your poster up by 3:00 p.m. The Graduate School staff will be there to help arrange the posters in numerical order by their assigned poster number.
- You should be at your poster from 3:00 – 5:00 p.m. for judging and for the other visitors who wish to view your poster.
- When someone visits your poster, you should offer to walk them through the poster and explain your research. Some visitors may prefer read the poster without your input, so the poster should be as self-explanatory as possible. Be sure to number pages or use other indicators to guide the reader from one section to another.
- Not all of the visitors or judges will be from your specific area of research. Thus you need to target your poster to a more general group. For example, a psychology poster should be understandable to students and faculty from the social sciences.

## **Judging**

- We expect to divide the posters into two broad categories:
  - (A) math/computer science/natural sciences
  - (B) social sciences/humanities/business/education.
    - Depending on the number of posters submitted, these broad groupings may be further subdivided.
- There will be separate judging for each of the broad categories (A and B).
- Master's and doctoral students will be judged separately.
- Your poster will be assigned to a team of three faculty judges. Your abstract will be submitted to the judges in advance of the event.
- There will be two rounds of judging. The first round will be conducted between 3:00 – 4:00.
- Beginning at 3:00, the judges will come by as a group to view your poster and listen to your oral presentation. They are likely to ask you questions about your project.

- You will only have FIVE MINUTES to make your presentation, so you need to be prepared. Your presentation should convince the judges that you understand the material on your poster and the broader background of your project.
- Posters selected in the first round will be visited again by a second team of judges between 4:00 – 5:00.
- All posters selected in the first round of judging will receive a \$100 prize. In addition, the 1st , 2nd, and 3rd place posters from the second round of judging will receive \$500, \$300, and \$200, respectively, in each broad category (A and B).
- Awards will be presented 5:30.

### **Judging Criteria:**

Presentations and posters will be reviewed for the following characteristics:

**a) CONTENT:** The research examines a relevant problem; research design is appropriate and compelling; rigorous research methods have been used; conclusions are consistent with the evidence.

**b) EASY TO READ OR COMPREHEND:** Title and author(s) are given. Any text is legible and limited to the essential. The flow of the poster is easy to follow. The use of technical language or other medium of communication is appropriate to your general area of study, e.g. natural sciences, social sciences, business, humanities. You will not be presenting to experts in your specific research area.

**c) ATTRACTIVE:** Color scheme is consistent; lists and figures are used effectively; illustrations and labels are clear; any text is edited for spelling and punctuation errors.

**d) ORAL PRESENTATION:** There is a clear explanation of the project in the five minutes allocated for judging. The explanation must convince the judges that the work was done properly, the results are significant, and that you personally (not your advisor) understand the work being presented.