

11th Annual ASU Phi Kappa Phi Student Research and Fine Arts Conference

Wednesday, March 10, 2010

Jaguar Student Activities Center (JSAC)

Information and Guidelines for Student Presenters

1. All presenters must check-in at the welcome table outside the entrance to the JSAC ballroom to receive a conference name badge (to be worn during conference) and program. Check-in time is 9:30-11:30am on the day of the conference.
2. All presenters must attend the opening ceremony at 12 noon in the JSAC ballroom. All presenters will sit together and be recognized during the opening ceremony.
3. All presenters should dress professionally (business casual attire recommended). Please speak with your research advisor about proper dress if needed. Good information about appropriate dress can be found at the following link:
<http://www.career.vt.edu/Jobsearc/BusCasual.htm#when>
4. **For Students Presenting Posters:** The poster session will take place in the JSAC ballroom. Poster mounting is to be done between 9:30-11:15am. Free standing poster boards (with mounting surface approximately 60 inches wide and 42 inches tall) and push pins will be available. Posters should be hung on the appropriate poster board according to abstract number (poster boards will be labeled with abstract number; abstract numbers will be listed in the conference program). Students should be beside their poster from 11:15am-12noon, and then from 12:30-1:30pm (with a break from 12noon-12:30pm for the opening ceremony, which should be attended by all presenters). A semi-private judging of poster presentations will take place during the unpublished 11:15am-12noon time period. The regular poster session, open to the public and judges, will take place from 12:30-1:30pm, immediately following the opening ceremony in the same room. After the poster session, posters can either be removed by 1:45pm or can be left in place until the end of the conference at 4:30pm [it is preferred that they be left until the end of the conference so patrons can continue to view them throughout the day; however students need not be beside their poster after 1:30pm. Please note that posters should not be removed while oral presentations are occurring in the ballroom between 1:45-4:30pm].
5. **For Students Giving Oral Presentations:** Presenters giving oral presentations must arrive to their assigned session at least 15 minutes before the start of the session in order to meet with the session moderator and to load their presentation onto the room computer. The room computer will be PC based, and will have standard ASU programs installed, such as Powerpoint 2007 (note: files created with older versions of Powerpoint may not load properly). Files should be transferred directly from a flash drive (or similar storage device), rather than from a desktop Z-drive, etc. (loading a personal desktop in order to access a Z-drive is too time consuming.) Laser pointers, if desired, must be supplied by the student. The session moderator may give you

additional information about the session just before it starts. Each oral presentation is allowed 15 minutes total, including time for questions. It is thus recommended that your talk be about 12-13 minutes in length, with about 2-3 minutes remaining for questions.

6. Awards: The top presentation in each oral session will receive an award. The top two poster presentations in the poster session will each receive an award. Each award will consist of a certificate (to each presenter if multiple presenters) and \$100 (to be shared if multiple presenters). Awards will be announced at the reception, which begins at 4:30pm in the JSAC Coffee House (2nd floor). Certificates will be given out at that time; monetary awards will be distributed at a later date. Photos of award winners will be taken at the reception. It is anticipated that there will be 2-3 judges per oral session and 4-5 judges for the poster session. The judging rubrics to be used by the judges, which list criteria for judging either oral or poster presentations, can be found on the conference website: <http://www.aug.edu/pkp/>

7. All presenters and their faculty advisors are invited to attend the conference reception, which begins at 4:30pm in the JSAC Coffee House (2nd floor). Light hors d'oeuvres and punch will be served at the reception, and conference awards will be announced. No other food will be served during the conference.

8. Once finalized, the complete conference schedule, including time and location of each oral presentation, will be posted on the PKP Conference website: <http://www.aug.edu/pkp/>