GUIDELINES FOR PRESENTING AT THE GRADUATE STUDENT RESEARCH FAIR
April 20, 2015
3:30 – 6:00
MSC Century A, B, and C

To Apply
- The nomination form, signed by your faculty advisor, must be submitted to the Graduate School by 4:30 p.m. on Wednesday, April 1. An email from the advisor may substitute for a signature. Once your poster has been accepted, you will be assigned a poster number.

- An abstract of less than 400 words must be emailed to graduate@umsl.edu by the deadline of Wednesday, April 1 at 4:30 p.m.

Public Disclosure of Intellectual Property
Your poster presentation may constitute a public disclosure of University and/or your intellectual property (IP), which results in the loss of foreign patent rights and puts 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).

General Information for Presentation (POSTER FORMAT ONLY)
- The poster should stand alone. Your best option is to use an easel with a 3' x 5' poster board, both of which you must provide. You may also place your poster on a table which will be provided by the Graduate School. You may also place your poster or materials on a backboard, which you will need to provide.
- If your poster describes a collaborative project, other student contributors should be listed as co-authors on your poster.
- Your presentation may be viewed on a laptop if you can provide your own computer.
- You should have your poster up by 3:30 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 3:30 – 5:30 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. But in some cases, the visitor will simply read the poster without your input. Thus 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. A philosophy poster should be understandable to students and faculty from the humanities.

Judging

- At a minimum, the posters will be divided into two broad categories: (a) math/computer science/natural sciences and (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 major category of posters.
- Within each major category, there will be separate judging for undergraduate, master's and doctoral students.
- Depending on the number of presenters, the Graduate School will award no less than three prizes ($300, $200, $100) in each judging category:
- 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.
- Beginning at 3:30, 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.
- There will be two rounds of judging. The first round will be conducted between 3:30 – 5:00. Posters selected in the first round will be visited again by a second team of judges between 5:00 – 5:30.
- Awards will be presented between 5:45 p.m. – 6:00 p.m.

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.