The SRU Symposium for Research, Scholarship and Creative Activity will be held on the third floor of the Robert M. Smith Student Center.

You will be notified if your abstract submission has been accepted or denied once all submissions have been received and reviewed. If accepted, oral presentation and performance applicants will be notified of the time of your presentation or performance once the schedule has been finalized. Please arrive at least 15 minutes in advance of your scheduled time. The Smith Center will open at 7:30 AM on the day of the Symposium.

All presenters are invited to attend a reception the evening before the Symposium. There will be time set aside to set up your poster or exhibit prior to the reception. Details on the reception will be sent via email to the presenters.

Encourage your peers, friends and professors to attend your presentation. We strongly encourage you to spread the excitement by bringing your own audience!

Please follow the guidelines below when planning your oral presentations, poster sessions, exhibits and/or performances.

**Oral Presentations**

- The Symposium schedule with the room assignments will be distributed by email to all presenters in advance of the Symposium which will tell you the time and place of your presentation once the schedule has been finalized. The Smith Center is equipped with lecterns, computers (with PowerPoint) and projectors. We will make an effort to honor any requests for special arrangements that you list on your abstract submission form.
- It is highly recommended that your presentation be on a USB drive. Although you will have access to the shared drive on campus as well as the internet, you should NOT depend solely on this access to deliver your presentation. Although 20 minutes has been allocated for your presentation, you will want to insure that your presentation can be loaded quickly to allow sufficient time for audience questions at the end of your presentation. **Your presentation should be 10 to 12 minutes plus an additional 5 minutes for questions and answers.**
- Before your presentation begins, you will be introduced, and who better to do so than your faculty sponsor! We encourage you to make such an arrangement, but should this not be possible, we hope to provide a member of the Symposium Committee to introduce you and your work.
- Please plan to attend the reception honoring all of the presenters the evening before the Symposium.

**Poster Presentations**

- **The recommended size for the poster is 36" x 48".** Posters larger than that may be turned away since space is limited. Make sure your poster visually communicates your topic. Viewers will be approximately four feet from your poster, so text needs to be legible from a distance. Text should be limited to brief statements and not resemble a paper. Ask your faculty sponsor or department secretary for information about the location of poster printers on campus.
- Please plan to install your poster and attend the reception the evening before the Symposium honoring all presenters.
- You are encouraged to prepare a short oral presentation summarizing your project. Be prepared to repeat the oral summary multiple times during the scheduled poster session. The format is informal
and you may find yourself having in-depth conversations with interested individuals. You may want to consider having a simple handout available with the main points of your poster.

- You may take your poster with you after the poster session ends, but you are encouraged to leave it until the end of the day. Posters not taken down will be held in the Office of Academic Affairs and Integrated Learning, 227 Bailey Library, for one week after the Symposium and discarded if not retrieved.

**Exhibits**

- Exhibits will be installed in the designated area within or outside of the Ballroom. Please plan to install your exhibit and attend the reception the evening before the Symposium honoring all presenters. (This area will be locked after the reception.)
- A member of the Symposium Committee will contact you directly about the specifics of your exhibit installation. It is a good idea to think about any equipment and supplies that you will require, such as a table or other support for a sculpture or a vertical surface to display art work or photographs. Provide that type of information on your application in the “special request” area. We will make every effort to honor your requests for installation. NOTE: Exhibits requiring a computer or laptop must provide their own since the Smith Center does not have portable computers.
- You should be present to give a short oral presentation summarizing your project. Be prepared to repeat the oral summary multiple times during the scheduled poster session. The format is informal and you may find yourself having in-depth conversations with interested individuals. You may want to consider having a simple handout available with the main points of your poster. Prepare an exhibit label to display with your project giving the title, your name, and a brief description for the times that you are not present.
- Exhibits should be displayed all day, but must be taken down the end of the Symposium by the presenter.

**Performances**

- The Symposium schedule will be distributed to the performers via email giving the details on the time of the performances once the schedule has been finalized.
- You are encouraged to prepare a short oral introduction or commentary about your performance.
- A member of the Symposium Committee will contact you about how long your estimate your performance will run. **A typical performance, including set up, introduction and discussion is approximately 25 minutes.** The Symposium Committee member will also need to know the specifics of your performance. You should think ahead about the equipment you will require, such as special lighting or props. Music performances must provide your own music stands. We will make every effort to meet your staging requirements that you list on your application form, but keep in mind that the Smith Student Center venue is not a professional theater.
- Please bring any special equipment, props or supplies to the Smith Student Center the evening before the Symposium and plan to attend the reception afterwards honoring all presenters. (This area will be locked after the reception.) If it not possible to bring the items the evening before, the Smith Student Center will open at 7:30 AM on the day of the Symposium and the items should be brought as early as possible.

Should you have any questions or need information not included in the guidelines, please contact the Office of Academic Affairs and Integrated Learning by phone at 724-738-2186 or by email at student.symposium@sru.edu. Thank you for your interest in the Student Symposium for Research, Scholarship and Creative Activity!