

SRU SYMPOSIUM FOR RESEARCH, SCHOLARSHIP AND CREATIVE ACTIVITY

Guidelines for Oral Presentations, Poster Sessions, Exhibits and Performances

Welcome to the 2025 SRU Symposium for Student Research, Scholarship and Creative Activity! This year's event will be held on the 3rd floor of the Robert M. Smith Center. The Symposium will be **Thursday, April 17, 2025**. On that day, there will be scheduled face-to-face oral presentations, face-to-face poster presentations and exhibits during Common Hour (12:30pm - 1:45pm) and scheduled live performances.

Oral presentation and performance applicants will be notified of the time of their presentation or performance once the schedule has been finalized. Please plan to 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 and professors to attend and participate in your presentation. We want you to spread the excitement by bringing your own audience!

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

For all presentations, here are some guidelines on what to include:

- Please introduce yourself including your name, class level, and major
- What did you research? What did you learn? You don't need to provide a lot of detail. A few sentences are sufficient.
- How did you get involved in the research or project? (Did you do the research within or outside of a course?)
- Who is your faculty or staff mentor?
- How is this research relevant to your future career?

Poster Presentations

- **The maximum size for the poster is 40" x 55" in portrait orientation. 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 Grants, Research and Sponsored Programs, 302 Old Main, for one week after the Symposium and discarded if not retrieved.

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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 availability 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.
- Time allotment: Although **20 minutes** have been allocated for your presentation, you will want to ensure 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 15 minutes plus an additional 5 minutes for questions and answers.**
- Before your presentation begins, you need to be introduced and who better to do so than your faculty/staff mentor! 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.

Exhibits

- Exhibits will be installed in a designated area inside or outside 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.)
- 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 by 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.
- Please indicate in the Call for Abstracts Form, under the "special request" area, about how long you estimate your performance will run. **A typical performance, including set up, introduction and discussion is approximately 25 minutes.** Please also indicate the specifics of your performance. You should think ahead about the equipment you will require, such as special lighting or props. Music performers 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.

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- 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 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 Grants, Research and Sponsored Programs by phone at 724-738-2045 or by email at student.symposium@sru.edu. Thank you for your interest in the Symposium for Student Research, Scholarship and Creative Activity!