



INFORMATION GUIDE

Greetings,

We look forward to welcoming you to Butler University on April 7 for our 29th annual Undergraduate Research Conference (URC).

This guide contains information located on our website; however, to enhance your URC experience, I wanted to capture this information and make it easily searchable in one document.

Please be sure to contact me with any questions you might have that are not answered in this guide.

Thanks again for contributing to the ongoing success of the URC.

Sincerely,

Dacia Charlesworth, PhD
 Director of the Butler University Undergraduate Research Conference
 Director of Undergraduate Research and Prestigious Scholarships
dcharle1@butler.edu

SCHEDULE AT A GLANCE			
CHECK IN AND CONTINENTAL BREAKFAST			
8:00 – 9:00 AM	Presenters, Exhibitors, and Guests are welcome to check in and enjoy breakfast before the Plenary Session.		Clowes Hall Lobby
OPENING PLENARY SESSION			
9:00 – 10:15 AM	Announcements Welcome Keynote Address Awards Presentation	Dr. Dacia Charlesworth President James Danko Dr. Steven Hunt Provost Kathryn Morris	Clowes Hall Auditorium
ORAL PRESENTATIONS		POSTER PRESENTATIONS	
LOCATION: Classrooms Across Campus		LOCATION: Irwin Library	
Session I	10:30 – 11:45 AM	Poster Session I	11:00 AM – 12:00 PM
Session II	12:00 – 1:15 PM		
Session III	1:30 – 2:45 PM	Poster Session II	2:30 – 3:30 PM
Session IV	3:00 – 4:15 PM		
LUNCH			
BOX LUNCH DISTRIBUTION 11:30 AM – 1:30 PM		Atherton Union, Reilly Room Jordan Hall, Floors 1-3 Gallahue Hall Atrium Pharmacy & Health Sciences Building, Lower Level	



GENERAL INFORMATION

PARKING

If you are driving to the URC and do not have a Butler University parking pass, you will need to park in the new parking garage facility, located in the 4700 block of Sunset Avenue, between 46th and 49th Streets. Motorist access to the 1,040-space garage is available from Sunset Avenue.

URC parking is free of charge; however, **you will need to keep the ticket issued when you enter the garage and ask for a parking validation ticket when you check in at Registration.** When you are ready to exit the garage, insert the ticket you received at entry and then insert the validation ticket.

CONFERENCE CHECK IN

Conference Check In is from 8:00 AM – 8:55 AM in Clowes Memorial Hall. At Check In you will receive your name tag, printed program (if ordered), and T-shirt (if ordered). This year we welcome representatives from the graduate programs of Ball State University, Illinois School of Psychology, Indiana University, and Purdue University. These representatives will display information about their programs during Check In and you will be able to speak with these individuals about any programs of interest to you.

If you are unable to check in before 8:55 AM, you may check in at Irwin Library.

BREAKFAST

If you indicated you will be joining us for a Continental Breakfast, you may enjoy your meal in Clowes Hall once you have checked in. Breakfast will be served between 8:00 AM – 8:55 AM.

POSTER DROP OFF/PICK UP

To assist presenters, and protect presenters' posters, we are offering a Poster Drop Off service this year between 8:00 AM – 9:00 AM. As poster presenters enter Clowes Hall, they may stop by the Poster Drop Off table, provide the URC volunteer with their name, and we will affix a removable identification placard to the poster.

For those presenting between 11:00 AM – 12:00 PM, URC volunteers will take those posters to the designated presentation location and will tack up the posters for our presenters.

For those presenting between 2:30 PM – 3:30 PM, posters will be taken to Irwin Library and will be available for pick up at 2:00 PM.

If presenters are unable to drop off their poster in Clowes Hall between 8:00 AM – 8:55 AM, they may drop off their posters at Irwin Library between 10:00 AM – 2:00 PM.

KEYNOTE ADDRESS/ COMPETITIVE PAPER AWARDS PRESENTATION

This year we have added an Opening Plenary session so that all URC attendees may gather in one location to hear the keynote presentation as well as recognize the winners of the Top Four Competitive Paper Awards. This year's keynote speaker, Dr. Steve Hunt, will deliver an address featuring the importance of civic engagement.

RESEARCH PRESENTATIONS

If you are delivering a Competitive Paper Oral Presentation, an Oral Presentation, or a Poster Presentation, you will find a description of the guidelines for each presentation below.

If you are unsure of your presentation time, simply log on to the URC Web site, log in, click on "My Account" in the upper left corner and you will be able to view your presentation time(s). If you would like to view the entire URC program, click "Program" in the blue bar in the upper left corner.

Presenters are expected to attend their entire panel or poster session. In some disciplines it is customary for guests to only attend one presentation featured in a panel session. If guests elect to only attend one presentation in a session, they should sit in the back of the room near the door so that they will not disrupt others when they leave.

Co-authored Presentations: The URC recommends that **no more than two (2) presenters deliver the research presentation.** The time allotted for presentations is limited and a large numbers of presenters can be distracting for the audience. The URC does encourage presenters to recognize co-authors in the audience at the beginning of their presentations.

Unregistered Guests: The URC allows each presenter to have up to four (4) family members/friends attend the presenter's single panel session free of charge as unregistered guests; unregistered guests are not eligible to partake of any URC food offerings.

LUNCH

If attendees selected a lunch option when they registered, they may pick up their box lunch at four different locations: Atherton Union, Reilly Room; Jordan Hall, Floors 1-3; Gallahue Hall Atrium; and Pharmacy & Health Sciences Building, Lower Level

We encourage attendees to pick up and enjoy their meal while attending an Oral Presentation session between 12:00 PM – 1:15 PM.

COFFEE BREAK

This year we have added a Coffee Break from 2:30 PM – 3:30 PM in Irwin Library to coincide with the second Poster Session. Registered guests should feel free to enjoy some coffee and treats while interacting with the poster presenters.

URC SURVEY

Shortly after the URC attendees will receive an email inviting you to participate in the annual URC survey. Please take the time to complete this survey since we rely on participants' feedback to improve and enhance the URC.



COMPETITIVE PAPER GUIDELINES

Competitive papers are completed projects were evaluated by faculty reviewers across the nation. Presenters are encouraged to make use of visual presentation aids, such as PowerPoint, and may upload their presentations to the computers in their assigned classrooms before the session begins (thus it is essential for presenters to arrive at their classroom at least 10 minutes before your session is to begin).

Each presentation must be no longer than **15 minutes**. Each panel will have a Moderator whose primary job is to ensure the conference runs on time. Thus, your moderator, or designated Timer, will hold up time cards to let you know when you have 5 minutes remaining and 1 minute remaining. If you go over the 15-minute time limit, the moderator will hold up a card that reads “Stop.” If you do not wrap up within 30 seconds of seeing the “Stop” card, the moderator will ask you to stop and then introduce the next speaker.

After all presenters have delivered their remarks, the moderator will provide a summary of the faculty reviewers’ feedback to the authors of the papers. Once the feedback has been provided, moderators may offer their own suggestions for future research and then open the floor to questions from the audience.

Presentation Tips

- Stay within your allotted time to ensure that all presenters have equal time on the program and allow the audience the opportunity to ask questions.
- Know what to omit if you start to go over your allotted time. Session moderators will hold you to the allotted time.
- Detailed instructions on how to use PowerPoint can be found on the [Microsoft site](#).
- Provide an opening statement to acquaint the audience with the nature and purpose of the research—DO NOT begin by restating your name and the title of your presentation since the moderator will have just introduced you.
- Discuss the same material featured in the abstract.
- Rehearse your presentation beforehand and be sure to time your presentation during rehearsal-- Remember that PowerPoint slides add seconds to the talk.
- Presenters should be aware of those in the audience with disabilities. Review our [accessibility information for presenters](#).

Uploading Presentations

PowerPoint or Prezi are recommended for all oral presentations. Presentations may be uploaded on the computer in the classroom where you are scheduled to deliver your presentation. Again, be sure to arrive at your classroom *at least* 10 minutes before your session begins so that you can upload your presentation.

Audiovisual Information

LCD projectors, computers, and Internet access are available in each classroom. Videos used in presentations should be captioned to ensure access to people with disabilities.

Room Monitors

The URC hires room monitors who are responsible for double-checking the room set-up and the audiovisual equipment prior to the start time of your panel. Because the monitors are assigned to several panels at the same time, they are not able to remain in the room throughout the session. If there is a problem, your moderator can find a room monitor in the hallway near your session room.



ORAL PRESENTATION GUIDELINES

Oral presentations provide an opportunity for several speakers to present their findings in a formal setting. Presenters are encouraged to make use of visual presentation aids, such as PowerPoint, and may upload their presentations to the computers in their assigned classrooms before the session begins (thus it is essential for presenters to arrive at their classroom at least 10 minutes before your session is to begin).

Individual abstracts are grouped with abstracts focusing on a similar topic to create a 75-minute session. Be sure to limit the presentation to the time allotted.

Each presentation must be between **10-12 minutes**, allowing for a 2-3 minute Question and Answer session immediately following each presentation. Each panel will have a Moderator whose primary job is to ensure the conference runs on time. Thus, your moderator, or designated Timer, will hold up time cards to let you know when you have 5 minutes remaining and 1 minute remaining. If you go over the 12-minute time limit, the moderator will hold up a card that reads “Stop.” If you do not wrap up within 30 seconds of seeing the “Stop” card, the moderator will ask you to stop and then introduce the next speaker.

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POSTER PRESENTATION GUIDELINES

Poster sessions provide an ideal opportunity for sharing your ideas in a “one-on-one” setting with conference attendees. An academic poster is a summary of your research, scholarly, or creative project in a visually engaging way. Be sure to display a poster that clearly highlights your project’s context, methods, and findings/results. You should also prepare a brief (2-3 minute) explanation of your work to deliver immediately to those viewing your poster.

PRESENTATION LOCATION: IRWIN LIBRARY

POSTER DROP OFF LOCATIONS:

Those attending the Opening Plenary Session and presenting during Poster Session I may drop off their posters during Check In at the designated Poster Drop Off area. During the Opening Plenary session, those posters will be taken to Irwin Library and tacked onto assigned poster boards by URC Volunteers.

Those attending the Opening Plenary Session and presenting during Poster Session II may drop off their posters during Registration in the designated Poster Drop Off area. Those posters will be taken to Irwin Library, 1st Floor where poster presenters may pick them up beginning at 2:00 PM.

SET-UP & TAKE-DOWN SCHEDULE:

SESSION I (11:00-12:00)

- Please have your poster tacked to the board *no later* than 10:45 AM
- If you wish, you may leave your poster up until 2:00 PM

SESSION II (2:30-3:30)

- Please have your poster tacked to the board *no later* than 2:15 PM
- If you wish, you may leave your poster up until 4:30 PM (the last session of the day ends at 4:15 PM)

Important Reminders:

- Presenters must register for the conference and pay the applicable registration fee
- Please share this guide with your co-presenters. This correspondence is being sent to the “lead presenter” only
- The conference does not provide audio/visual equipment or electricity for poster presentations. Wireless Internet will be available in Irwin Library
- The URC will provide (1) poster board (4-ftx8-ft) per poster presentation; due to space limitations and Fire Marshall Code, tables will not be provided

PREPARING YOUR POSTER PRESENTATION

1. OBJECTIVE OF THE POSTER PRESENTATION

The purpose of your poster presentation is to provide an opportunity for others to clearly understand your work in a format that allows them to easily grasp the main elements of your program or study. Your poster should address the evaluation of your project, program, or research, and we encourage you to have handouts and/or business cards available to enhance the networking opportunity.

An effective poster presentation is not simply a research project hung on a board. It should be a highlighted synopsis enabling the viewer to move quickly through the analysis of the topic. Resist the temptation to reproduce full pages of typed material. Viewers will be more intrigued by crisp phrases and brief lists. Full pages of text are unlikely to be read in their entirety, and the crucial point of your presentation may be overlooked in an overabundance of words. Be sure to prepare a 2-minute presentation about your project; do not overwhelm attendees with information: Let your poster do the explaining.

2. DISPLAY FORMAT

Each display is allocated a **40 x 60 Poster Board** (the URC will provide push pins). Each poster should be prepared on heavyweight paper or lightweight cardstock so they are easy to mount to the tack board.

If you are presenting information about a study, evaluation, or investigation, a standard means of displaying the information is: one panel for a brief statement of the problem, one panel for a brief description of the methods used, three to four panels to show graphs or figures depicting the results, and one panel presenting the conclusions and/or recommendations. Posters describing a program component or activity may not be able to present information in a standard fashion. In this case, presenters are urged to design posters in whatever fashion they believe best describes the program component or activity. Remember that the presentation is visual first, and verbal second, so maximize use of figures, graphs, diagrams, and flow charts on the panels used.

The names of authors or presenter(s) should be prepared and included for each poster. Your lettering for this information should not be less than one-inch in height. Conference attendees will be standing 3-6 feet away from the poster and the lettering should be easily legible from that distance.

Your poster should be self-explanatory. If you wish to supplement your presentation with handout materials, please label it clearly with the title of your presentation and your name.

3. TIPS FOR PREPARING A POSTER PRESENTATION

The major components of an effective poster presentation include:

1. Statement of the Problem
2. Materials and Methods
3. Results
4. Conclusion/Recommendations
 - Number each panel of your poster so sequence for viewing is clear to viewer
 - Be sure the connection of ideas and progression of thought is clear from one panel of the poster to another
 - Use a minimum amount of text (a general guide is that total length of text for a poster presentation should not exceed 25 lines)
 - Use lists or phrases instead of complete sentences when possible
 - If an accompanying handout is needed for your poster presentation, label it clearly with the title of your presentation

4. EDITORIAL ASSISTANCE AND ARTWORK PROCESSING

Assistance in submitting artwork and other necessary material for processing for poster presentations should be obtained from the presenters' own facilities.

Butler University students may use Campus Impressions to print their posters.