Greetings,

We look forward to welcoming you to Butler University on April 12 for our 31st annual Undergraduate Research Conference (URC). This year we are pleased to present 473 presentations featuring 633 student presenters from 66 colleges/universities in 23 different states—we’re also pleased to welcome students from Arab Open University in Saudi Arabia and Huron University in Canada!

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 or on our FAQ page.

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
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BUTLER UNIVERSITY CAMPUS MAP
## 2019 Schedule at a Glance

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<tr>
<td>8:00 AM — 2:00 PM</td>
<td>Attendees may pick up nametags and T-shirts (if ordered)</td>
<td>Irwin Library</td>
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### Continental Breakfast

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<td>8:00 — 9:00 AM</td>
<td>Presenters and Registered Guests are welcome to enjoy breakfast</td>
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### Oral Presentations

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<td>Session I</td>
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<td>Classrooms Across Campus</td>
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### Poster Presentations

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<tr>
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<td>Irwin Library</td>
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<td>Poster Session II</td>
<td>2:30 — 4:00 PM</td>
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### Lunch

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<tr>
<td>12:00 — 1:15 PM</td>
<td>Keynote Speaker &amp; Top Paper Awards Presentation Box lunches available in Atherton Union, Room 111 &amp; Reilly Room</td>
<td>Pharmacy Building 150/156</td>
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SOCIO APP

Thanks to a generous gift from Jim and Betsy Berry, the URC is transitioning from printed programs to electronic programs and will be using the Socio app as our Digital Guide. The Socio app allows those participating in or attending the URC to customize their schedules, interact with other attendees, and receive real time conference updates and announcements.

Download the Butler University Undergraduate Research Conference official Event App for iPhone or Android by visiting this website: http://tinyurl.com/y33gv6ly

After the app is installed, please Sign Up and setup your Profile

Indicate whether or not you would like to receive Notifications from Socio—Notifications will include conference updates and the like

In the “Search for events” field, type in Butler University Undergraduate Research Conference

Search for and find Butler University Undergraduate Research Conference

Select Join

Once you have joined the group, click Schedule to view the presentations.

All discipline tracks and events will appear on your initial schedule. To filter your search, tap on the funnel icon in the upper right corner. As you review the discipline tracks, indicate tracks in which you are not interested by tapping on circle to the right of the track. After identifying the tracks you want to view, click Done in the upper right corner.

Now, you will be able to search all the sessions relevant to your interests. Once you have identified a session you plan on attending, tap the plus sign and the session will be added to your agenda.

To view your individualized schedule, tap on My Agenda at the top of the screen.

PARKING

If you are driving to the URC and do not have a Butler University parking pass, you will need to park in the parking garage, 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 request a parking validation ticket during Check In at Irwin Library. 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: 8:00 AM – 2:00 PM, Irwin Library 1st Floor

At Check In you will receive your name tag and T-shirt (if ordered).
BREAKFAST

If, during the online registration process, you indicated you will be joining us for a Continental Breakfast, you may enjoy your meal at Irwin Library after you have checked in. **Breakfast will be served between 8:00 AM – 9:00 AM on the Lower Level and 3rd Floor.**

POSTER DROP OFF

To assist presenters, and protect presenters’ posters, we continue our **Poster Drop Off service between 8:00 AM – 4:00 PM in Irwin Library.**

Individuals presenting during **Poster Session I (8:30-10:00 AM)** should go directly to their assigned easel in Irwin Library after checking in. URC volunteers will be onsite to assist in the hanging of the posters. After the session, feel free to take down your poster, roll it up, secure it, and take it to the Poster Drop Off station so you won’t have to carry your poster around with you all day. Be sure to return and pick up your poster no later than 4:00 PM—all posters remaining at the Poster Drop Off station after 4:00 PM will be recycled.

Individuals presenting during **Poster Session II (2:30-4:00 PM)** may leave their posters at the Poster Drop Off station between 8:00 AM -1:00 PM. At 1:00 PM, URC volunteers will take the posters that were dropped off to designated presentation locations and will tack up the posters for our presenters’ convenience. Be sure to take your poster down at the conclusion of the session.

LUNCH/KEYNOTE ADDRESS/ TOP PAPER AWARDS PRESENTATION

If registrants selected a lunch option, they may pick up their box lunch at **Atherton Union, Room 111 between 11:45 AM – 12:30 PM.** Registrants who selected Gluten-Free options will have their name affixed to their boxed lunch in a specially marked area.

We encourage URC registrants to gather in the Reilly Room in Atherton Union to hear the keynote address as well as recognize the winners of the Top Four Competitive Paper Awards. This year’s keynote speaker, Dr. William McKinney, will deliver an address featuring the importance of undergraduate research.

Oftentimes, we are not able to accommodate all guests in the Reilly Room; therefore, we are setting up an overflow lunch location in Pharmacy Building 150 and 156. You will find box lunches and water on tables outside of these classrooms and are welcome to enjoy your lunch inside one of the classrooms.

FAMILY MEMBERS/FRIENDS ATTENDANCE POLICY

As a general rule, all individuals wishing to attend the URC must register to attend. **The URC does allow, however, each presenter to invite 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.

Essentially, family members may only attend their child's/sibling's/grandchild's presentation free of charge. If family members wish to register for the conference to attend other sessions and partake in URC meals, they may do so on the URC website and select the role of Guest.
**RESEARCH PRESENTATIONS**

If you are delivering a Competitive Paper Oral Presentation, an Oral Presentation (including Research Roundtable Presentations), or a Poster Presentation, you will find a description of the guidelines for each presentation format below.

If you are unsure of your presentation time or location, 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. For oral presentations, the time allotted for presentations is limited and a large numbers of presenters can distract the audience. For poster presentations, there simply is not enough space to accommodate more than two presenters at a time (however, we have noted the successful use of switching presenters during the poster session). The URC does encourage presenters to recognize co-authors in the audience at the beginning of their presentations and on their posters.

**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.

**COFFEE BREAK & COOKIES**

We continue to offer a Coffee Break from 2:30 PM – 3:30 PM in Irwin Library. This break coincides with Poster Presentation Session II. Registered guests are free to enjoy some coffee and treats while interacting with the poster presenters.

**NAME BADGE RECYCLING**

We do our best to be responsible stewards of our environment. To that end, please recycle your name badge at the end of the conference. You will find blue bins near the entrance of Irwin Library—simply place your name badge in the bin (with your name tag still inside) and you will automatically be entered into our Starbucks $25.00 gift card drawing! At the end of the URC, we will combine all the badges in our bins and randomly choose one nametag. We will contact the winner via e-mail to identify the best address for us to mail the gift card.

**URC SURVEY**

Shortly after the URC, registrants will be invited 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 evaluated by at least two faculty reviewers from across the nation. Presenters are encouraged to make use of visual presentation aids, such as PowerPoint, and must upload their presentations to the computers in their assigned classrooms before the session begins. Be sure to check in with your moderator upon arrival and let the moderator know how to pronounce your name and your preferred gender pronouns.

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 during your presentation 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, moderators may offer their own suggestions for future research and then open the floor to questions from the audience, or immediately 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 to assist you.
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 must 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).

In most cases, similar abstracts are grouped together for each 75-minute session. Be sure to check in with your moderator upon arrival and let the moderator know how to pronounce your name and your preferred gender pronouns. When introducing the session, your moderator will let you know whether the audience may ask questions immediately following each presentation, or whether the audience will need to wait until all presenters have delivered their remarks to ask presenters questions.

Each presentation must be between 10-13 minutes, allowing for a 3-5 minute Question and Answer session. 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 13-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.

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 to assist you.
**Poster Presentation Guidelines**

Poster sessions provide an ideal opportunity to share 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.

Be sure to refer to the printed program to determine your presentation number as

- **Presenters assigned an Odd Number will present during the first half of the poster session and**
- **Presenters assigned an Even Number will present during the second half of the poster session.**

**Presentation Location:** IRWIN LIBRARY, ALL FLOORS

**Poster Drop Off Location:** IRWIN LIBRARY, 1ST FLOOR (to the left of the entrance)

**Set Up and Take Down Schedule:**

**SESSION I (8:30-10:00 AM)**

- Please have your poster tacked to your assigned board *no later* than 8:50 AM
- After the session, feel free to take down your poster, roll it up, secure it, and take it to the Poster Drop Off station so you won’t have to carry your poster around with you all day. **Be sure to pick up your poster no later than 4:00 PM—all posters remaining at the Poster Drop Off station after 4:00 PM will be recycled.**

**SESSION II (2:30-4:00 PM)**

- Please have your poster tacked to your assigned board *no later* than 2:15 PM
- Individuals presenting during **Poster Session II (2:30-4:00 PM)** may leave their posters at the Poster Drop Off station between 8:00 AM -1:00 PM. At 1:00 PM, URC volunteers will take the dropped off posters to the designated presentation locations and will tack up the posters for our presenters’ convenience. Be sure to take down your posters at the conclusion of the session.

**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 ft. x 8 ft.) per poster presentation; due to space limitations and Fire Marshall Code, tables will not be provided
PREPARING YOUR POSTER PRESENTATION

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.

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. You may format your poster either in Landscape or Portrait, though Landscape is most common.

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.

TIPS FOR PREPARING A POSTER PRESENTATION
The major components of an effective poster presentation include:
Statement of the Problem
Materials and Methods
Results
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

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.
Oral Presentations

- Box Lunch Pick Up: Atherton Union, Rm. 111
- Keynote Address/Top Paper Awards: Reilly Rm.

Alternative Lunch Location: Pharmacy Building 150/156

Parking Garage: Be sure to keep ticket issued at entry

Check In, Poster Presentations, & Coffee Break

View an interactive campus map here

map.butler.edu