



Friday, April 13, 2012

Abstract Submission, Poster, and Oral Presentation Instructions

General Information

1. Deadline: abstracts **MUST BE RECEIVED** no later than **Tuesday, March 20, 2012**.
2. Abstract submissions must be submitted online through the web page for All Scholars Day:
http://www.marietta.edu/Academics/resources/investigative_studies/all_scholars_day.html
3. All accepted abstracts for presentation will be included in an All Scholars Day publication, available to all participants and attendees on the day of the meeting (**April 13, 2012**)
4. Notification of acceptance will be mailed by **Monday, April 2, 2012**.

Poster Instructions for Accepted Abstracts

1. Poster dimensions are **36 inches high x 48 inches wide**. *Prepare your poster accordingly. Poster trifold boards will be distributed at the conference site. Bring scotch tape or pushpins to attach your poster to the trifold board. Please come 30 minutes before your session to hang your poster.*
2. Posters must be presented by the primary author (or group of authors).
3. Posters must be set up 1/2 hour in advance of Poster Session. The presenter is responsible for assembling the poster board and removing the poster at the end of the session.

Poster Presentation Sessions

1. There will be multiple poster presentation sessions, each two hours long. Students are expected to stand with their poster for at least one of the two hours in that window.
2. All Investigative Studies Travel Grant recipients are required to attend and present their poster presentation.

Oral Presentation Instructions for Accepted Abstracts

1. Oral presentations should be 10-12 minutes long, with 3-5 minutes for questions. No presenter shall present longer than 15 minutes.
2. All presentations should be given to the session chairperson 30 minutes before the oral session begins. All presentations should be in a ppt file, windows-ready.

Oral Presentation Sessions

1. There will be multiple one-hour oral presentation sessions; at least two morning sessions and two afternoon sessions.
2. All sessions will be moderated by a faculty member.
3. Audience members are welcome to switch sessions, but are encouraged NOT to switch DURING a presentation.

Content of the Abstract (Please see the Abstract Submission form below)

1. Title of project and author(s), using first initial and full last name. List the primary author as first author, but be sure to include all contributors, including your research mentor as last author.
2. Abstract body is limited to 75 words.
3. Body of abstract: purpose of the study, methods used, summary of the results and conclusion reached (tentative conclusions or expected outcomes are fine!)
4. References and credits SHOULD NOT be included in the abstract.
5. Use standard abbreviations in parentheses after the full word the first time it appears.
6. Please indicate the subject category your abstract most closely represents:
 - a) The Social Sciences
 - b) The Humanities
 - c) The Fine Arts
 - d) Business, Economics, Finance and Accounting (or simply Business and Economics, like the department)
 - e) Biology, Chemistry, and Environmental Science
 - f) Petroleum Engineering and Geology
 - g) Mathematics, Astronomy, and Physics
 - h) Computer Science & Computer Information Systems
 - i) Internationalization and Leadership
 - j) Athletics (include sports med/athletic training)
 - j) Other _____ (Please describe) _____
7. Indicate whether you prefer to give a talk or present a poster
8. Abstracts will be published as submitted. Proofread and edit your submission accordingly.

Abstract Application

1. Title of Project and List of authors, First initial and last name.

Example:

Establishing a campus-wide conference at a Liberal Arts College. A. Doerflinger

2. Abstract

Please provide a 75 word abstract describing your study. You should include information regarding the *research question/experience* of interest: the hypothesis/goal; brief methodology; and brief results/expected outcomes.

3. Discipline (See list above; report "letter"): _____

Discipline Description (From list): _____

4. Key words (3-5) _____

4. Which type of presentation would you prefer?

Highlight/Choose ONE:

Poster Presentation

OR

Oral Presentation

5. When is it most convenient for you to present?

Highlight/Choose ONE:

Morning session (9-12 pm) OR

Afternoon Session (1 - 4 pm)

6. Other Comments?