



Guidelines for the 2019 Research, Creativity, and Community Involvement Conference

Poster instructions:

- a. We will print your posters for you if they are 36" tall by 48" wide; you will be responsible for your own printing if you wish to use a different size.
- b. If we are printing your poster it must be submitted as a PDF no later than 5:00 PM Monday, April 8, to COE 401 or honors@msubillings.edu.
 - i. Template for file names: "YourLastName_FirstInitial_2019.pdf"
 - ii. (If you have more than one poster submission, include the first couple of words in your presentation title as well.)
 - iii. If you have problems converting your file to a pdf, please email them to honors@msubillings.edu for help.
- c. Each poster should include:
 - Title
 - Author(s)
 - Abstract (if appropriate)
 - Body of Work
 - Acknowledgements (if appropriate)
 - MSUB logo (available at <http://www.msubillings.edu/urelations/logos.htm>)

Oral and Creative Presentations:

- a. Please limit your presentation to 15 minutes or less. There will be a time keeper in the presentation sessions to insure that all speakers have their allotted time.
- b. Contact honors@msubillings.edu if you have special space requirements.

What Happens On Research Day?

- a. Students will be able to check in at the registration table in the SUB atrium's 1st floor from 11:30am to 12:30pm to set up their posters/projects.
 - i. You will receive a number that will correspond with your spot on a table in the Glacier room.
 - ii. Conference sponsors will provide you with a 36" tall by 48" wide trifold—you can pick them up beforehand in COE 297 or pick one up at the registration table.
- b. Students are required to meet in the Petro Theatre at 12:45 for the introduction from the keynote speaker.
- c. Poster/project displays will start immediately following the keynote speaker at 1:30 and be up until 3:30.
- d. Student researchers will stand next to their posters/projects and discuss them with passing visitors.
- e. Presentations will not be judged. This is a celebration - not a competition.