

*Undergraduate Research Conference  
A Partnership to Develop the Next Generation of Leaders in  
Teaching and Research*

*Saint Augustine's College and the VA/NC Alliance for Minority Participation*

*March 31, 2008*

*Abstract Submission Process*

- The abstract submission deadline for the Undergraduate Research Conference is 5:00 p.m. on February 28, 2008.
- Abstracts should:
  - State in clear terms the central research question and the purpose of the research.
  - Provide a brief discussion of the research methodology.
  - State conclusions (either final or anticipated).
  - Be well organized.
  - Be no more than 100 words.
- The following steps are necessary to submit an Abstract:
  - In close coordination with your faculty advisor or undergraduate research mentor, review the application and prepare your abstract and information for submission.
  - Submit your abstract and application to Dr. Marvin P. Thompson at [mthompson@st-aug.edu](mailto:mthompson@st-aug.edu). Only electronic Microsoft versions of your abstract will be accepted.

## Abstract Guidelines

The abstract must conform to the specified format.

### Format for Abstract:

#### Title and Authors

- The abstract title should be typed in Times 12 point bold and centered at the top of the page.
- Authors should be written in Times 10 point and centered under the title with the initials and the name. **Do not use academic titles.**
- Author affiliations should be indicated by superscript numbers indicating the affiliation.
- The presenter should be the first name listed. All line feeds should use 10 point font. The required abstract format is illustrated below.

#### Title of Paper

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Leave a space of two 10 point line feeds between your abstract and the author listing. The abstract should be **centered and justified** within the specified margins. The body of the abstract should be in **Times 10 point normal**.

## Abstract Submission Form

Name of Presenter: \_\_\_\_\_

Check: \_\_\_Student \_\_\_Faculty \_\_\_Other

Email: \_\_\_\_\_ Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Title of Presentation: \_\_\_\_\_

\_\_\_\_\_

Name of Advisor: \_\_\_\_\_

*Check the appropriate item:*

\_\_\_Oral Presentation (15 minutes)

\_\_\_Poster Presentation

*Equipment Request:*

\_\_\_Conventional Overhead Projector

\_\_\_TV/VCR

\_\_\_LCD Projector

\_\_\_Other: \_\_\_\_\_

\*Submit the abstract with this form to [mpthompson@st-aug.eud](mailto:mpthompson@st-aug.eud).

## **Oral Presentation Guidelines**

- Oral presentations will be 15 minutes in length with three additional minutes allotted for a question-and-answer period. This schedule will be strictly enforced.
- In addition to the traditional oral presentations, performing and visual arts presentations are encouraged. If your presentation requires space for drama or dance, please indicate this information on the abstract submission form.
- A faculty moderator will keep track of your presentation time.
- A student volunteer will be assigned to each room to provide assistance if needed.
- Presentations are grouped by subject of research and by equipment needs.
- If you are doing a PowerPoint presentation, it is suggested that you also bring transparencies with you in case of technical problems.
- Use visual aids in the oral presentation if possible.
- Keep words to a minimum on slides and transparencies.
- Make sure that your presentation can be viewed from the back of the room.
- Avoid using light colors for words, such as yellow and orange.
- It is best to provide handouts at the end unless they are necessary to clarify a point in your presentation.

## Poster Presentation Guidelines

- You will need to be present next to your poster during your assigned poster session to explain and answer questions about your research.
- Poster presentations should be no more than 40" by 60" wide.
- Stick pins or adhesives will be provided at the conference.
- Place your title at the top of the poster and make sure that the text is large (usually at least 2 inches in height) and clear.
- Include your name and major, and the name of your faculty mentor and his/her department name, the name of your school and the names of other co-authors.
- Incorporate appropriate graphics in your poster. Label or describe any charts, tables, figures, graphs, or photos that you use.
- During the poster session, stand to the side of your display so that you don't block it. Prepare and practice a five-minute summary speech about your project. This time is an excellent networking possibility so it is important to speak and interact professionally. You will also receive lots of feedback and exposure as well.

