

Helpful Guidelines for Faculty Research Day - 2011
The College of Integrated Science and Technology will hold its Faculty Research Day on
Friday, October 14th from 1:00 p.m. to 3:00 p.m.

During this annual event, CISAT has an opportunity to showcase achievements in research that members of the faculty have not yet presented on our campus. Do you have research that is almost complete or recently completed? Would your research and/or results be amenable to an engaging poster presentation? If so, you and your research belong in this event!

Important notice: Because density in the exhibit space of ISAT/HHS has become a challenge to the success of this event, we must limit each faculty member to only one submission. Thank you for your cooperation.

Please read the following instructions carefully, as they have changed from previous years.

Abstract Submission

Contact: Jessica Shifflett 8-8860

- Your abstract submission is your registration for Faculty Research Day. This reserves your place. **You will receive a confirmation after your abstract has been successfully submitted.**
- **Faculty can confirm the receipt of their registration and abstract by viewing the [abstract listing](#).** If your name does not appear, your abstract **was not** submitted.
- Abstracts should identify the rationale for the research and share critical information about methods and results within a **250 word limit**. Abstracts that exceed the word limit may be truncated in publication.
- Abstracts should be finalized and free of errors before submission, as they will appear in the printed program exactly as they are submitted. Please review your abstracts carefully for correct spelling, grammar, specialized symbols, and so forth.
- **Abstracts must be submitted prior to poster display.** If you do not submit an abstract, you will not be able to display your poster. Please plan ahead.
- For printing purposes, all abstracts must be submitted via the web using this form: <http://www.cisat.jmu.edu/facresearch/index.aspx> (no emails will be accepted) by September 26th 2011. **Entries submitted after September 26th will not be included in the booklet.**

Poster Creation/Preparation

Contact: CISAT Creative Services (creative@jmu.edu)

There are two options for the creation/preparation of your research poster.

- Design the poster yourself using the guidelines here: <http://creative.cisat.jmu.edu/faqs/buildaposter.html>
- Have your poster designed by the friendly staff at CISAT Creative Services. This year, as in the past, CCS is offering to design a limited number of faculty research posters on first come- first served basis. If you are interested in taking advantage of this service you are encouraged to make your request as early as possible by submitting a project request online: http://creative.cisat.jmu.edu/project_request/index.aspx Guidelines for submitting your poster content can be viewed here <http://creative.cisat.jmu.edu/faqs/posterprep.html>

Poster Printing

Contact: Laurie Brinkley 8-8731

If you are taking advantage of the Dean's offer to pay for poster printing, you must submit your final poster for printing no later than **4:00 p.m. on October 7, 2011**. Final posters should be submitted to the CISAT Copy Center in person, or by email to posters4u@jmu.edu

Poster Set Up/Tear Down

Contact: Lynn Radocha 8-2766

- Faculty will set up their own posters. **Posters do not come pre-mounted.** When requested by faculty via the web form, poster board and binder clips will be available on easels or tables in the spine area on Faculty Research Day. (*Please do not use any form of tape to mount your poster to the board.*)
- Posterboard is 48"x36". If your poster is any other size, please be sure to make other accommodations so that your poster will fit.
- All posters must be set up no later than 12 noon on October 14th in the spine area on the first floor.
- Posters will be thematically organized for display and will be listed in the program by the primary faculty member's last name. Please look for your name badge, which will be attached to the easel or table requested.
- Each poster requires someone to manage Q&A and dialogue for the duration of the event. You will need to identify who will be present with the poster when submitting your abstract online.
- There is a limit of one submission per person. Individuals may appear as co-authors on submissions made by other primary authors and still comply with the on submission rule.
- We do ask that you leave your poster on display through the Family Weekend.
- Posters will need to be taken down and removed from the "Spine" no later than 10:00 a.m. on Monday, October 17th. When removing your poster from the display area, please leave the posterboard. We cannot be responsible for unclaimed posters.

Special Accommodations

Contact: Lynn Radocha 8-2766

Please **carefully** notice when you submit your abstract that you must indicate **then** whether you would like a table or an easel for your presentation. Also indicate any other SPECIAL accommodations. (i.e. a specific amount of space, an outlet, an entire table, etc.)

Important Dates:

September 26th – Abstracts must be submitted

October 7th – posters must be submitted in person or by email to the CISAT Copy center

October 14th – assembled posters must be set up in the spine area on the first floor by noon

October 17th – posters must be picked up by 10:00 a.m.