Undergraduate Research & Scholarship Symposium 2016
Student Set-Up & Tear-Down Guide

We are so happy that you are able to share your work at this year’s Undergraduate Research and Scholarship Symposium. To ensure an efficient evening we have listed a few steps that will help with the set-up and take-down portion of the evening.

Setting up (9:00am-3:00pm):

1. Check-in and pick up your nametag. Each poster slot is listed under the lead presenter’s name (the person who submitted the abstract form). Each student presenter should pick up her/his nametag.

2. Please pick up an easel from the check-in area

3. Set up the easel in the location you have been assigned—the easel must be extended to its full height. You should be given your location assignment upon check-in. Refer to map below to find your location in the Driscoll Ballroom.

A few notes for during the event:

- With the exception of Panel Presenters, Poster Presenters are expected to remain with their poster for the duration of the evening. Short breaks for bathroom use or refreshments are okay.

- For questions or concerns, please call or text Jaci Abelow: 541-941-2065

- Keep in mind:
  - Introduce yourself (name and project affiliation and/or major) and your co-presenters and offer to share a brief overview with individuals who stop to observe your poster.
  - Know the audience. Use lay language and explain any disciplinary terms you use.
  - Be focused and know the point you want to get across. Use your poster as a visual aid - don’t read it!
  - Prepare 30 second, 2 minute, & 5 minute overviews of your poster.
  - Tell viewers …
    - context of your problem and why it is important (Introduction),
    - your objective and what you did (Objective & Methods),
    - what you discovered (Results), and
    - what the answer means in terms of the context (Discussion).

Take down:

1. Fold down and return easels to check-in area

2. Leave no trace! Please discard all trash items and take home any items you brought.

3. If you do not intend to keep your poster, please leave it at the check-in area.

Great job and congratulations on all of your hard work!