



**Student Training
Research Day at the Capitol
Saturday, January 15, 2011**

AGENDA

- | | |
|-------------------|--|
| 12:30 p.m. | Registration and Working Lunch |
| 12:45 p.m. | Welcome & Introductions
<i>Gina Miller, Outreach Coordinator, Oklahoma EPSCoR</i> |
| 1:00 p.m. | Preparing a Scientific Poster
<i>Kim (Koppari) Roach, 2010 Research Day Participant & Winner</i> |
| 1:30 p.m. | Research Day Guidelines, Poster Competition & Resources
<i>Gina Miller</i> |
| 2:00 p.m. | Stipend Paperwork, Etc. |
| 2:15 p.m. | Visit the Blue Room, if Available |
| 2:30 p.m. | Adjourn |



Research Day at the Capitol March 31, 2011

MESSAGE TO ADVISORS

All advisors are encouraged (but not required) to attend Research Day at the Capitol on March 31, 2011 with their students. To offset travel expenses for advisors' participation, OK EPSCoR will be happy to file a travel claim on your behalf for mileage to and from the event. If you live outside the OKC metro area and require lodging the night before the event, EPSCoR will have a block of rooms at a designated hotel (see below). Advisors will need to pay for lodging at point of service and then be reimbursed on a state travel claim that EPSCoR will file for you.

To access these benefits, you must contact Pat Greer in the OK EPSCoR office at pgreer@okepscor.org no later than March 1 with your request. Ms. Greer will then send you the appropriate paperwork required to proceed with processing.

Designated Hotel Information:

Courtyard Marriot Downtown/Bricktown
2 West Reno
Oklahoma City, OK 73102

Reservation links (below) are posted on the EPSCoR Web site and will be open until March 1. THESE LINKS ARE FOR ADVISORS AND GUESTS ONLY—NOT STUDENTS. Student reservations must be made directly with the OK EPSCoR office.

King: Rate \$102

<http://www.marriott.com/hotels/travel/okcdt?groupCode=epsepsa&app=resvlink&fromDate=3/30/11&toDate=3/31/11>

Double Queen: Rate \$102

<http://www.marriott.com/hotels/travel/okcdt?groupCode=epsepsb&app=resvlink&fromDate=3/30/11&toDate=3/31/11>



Research Day at the Capitol March 31, 2011

Information Requested from Exhibitors

- 1) Each student exhibitor must provide the EPSCoR office a fully completed Financial Responsibility form in order to receive a \$250 stipend check. The check, which is to be used to develop your display, will be mailed to the lead student within approximately two-three weeks. OSU students will receive their stipends via the OSU Bursars office. **Please note that the check will be mailed to the permanent address that was provided on the nomination form, which may or may not be the same as your school address.**
- 2) Exhibitors who live outside of the Oklahoma City area may request lodging accommodations for the Research Day event. Interested students should contact the EPSCoR office by **March 1, 2011** to request a hotel room. EPSCoR will make reservations on your behalf and pay the hotel directly for one night's lodging. Complimentary self-parking is provided free of charge. However, each person will be responsible for incidental room charges, such as telephone, room service, and pay-per-view movies.

The designated conference hotel is:

Courtyard Marriot Downtown/Bricktown
2 West Reno
Oklahoma City, OK 73102

- 3) Please provide EPSCoR with the total number of people in your party who will be attending lunch (include family, friends, faculty advisor, etc.), along with their names. The name tags will allow you and your guests to have access to meals and snacks throughout the day. Send this information to gmler@okepscor.org no later than March 1, 2010.
- 4) Please identify whether your display will be tabletop or freestanding. We will provide a 6-foot table with a white floor-length tablecloth for each display.
- 5) Please provide information about your needs for an electrical outlet and/or extension cord for your display.
- 6) **March 1 is the deadline** to provide EPSCoR with your final, revised abstract (using Microsoft Word—not PDF). It should be one or two paragraphs, which describes your project in lay language. Please avoid scientific jargon and include how your research will or could benefit society.

If you need to revise any of the original information that was submitted on your nomination form, the updated information is also due in the EPSCoR office by March 1. This information may include: finalized title of your exhibit, updated names of exhibitors, etc.

Please send your revised information, including updated abstract (using Microsoft Word) via email to: gmiller@okepscor.org. All information should be submitted by March 1. **If your revised abstract or other information are not received by the deadline, your original submissions will be printed in the program.**



Research Day at the Capitol March 31, 2011

Instructions for Developing Your Display

- 1) The research display should fit into an area no wider than 6 feet. Height is not a problem. We will provide a 6 ft. table, covered with a white floor-length tablecloth. You must bring your own easel, backdrops (if desired), as well as push-pins, Velcro or other attachment materials.
- 2) Design the display to be *SIMPLE and EASY to READ!* Keep in mind that your audience will be legislators and the general public, who may have no scientific training. Avoid dwelling on the intricate details of the research. The inclusion of large photos and using as few words as possible keeps the display simple and attractive. *Keep in mind that your societal impact statement will be of great interest to legislators.*
- 3) At the top of your display provide the name of your university or college.
- 4) In the right-hand corner of your display, leave a space for a number, which will be provided to you by the EPSCoR staff when you set up your display on March 30 or on the morning of the event (March 31). Please allow a space of 4 ½ x 5 ½ inches on your display board for this purpose, preferably in the upper right corner. This number will be given to your legislators to assist them in finding your location in the rotunda.
- 5) We encourage you to bring hands-on materials to be used at your exhibit, if applicable. This will catch the legislators' attention more quickly.



Research Day at the Capitol March 31, 2011

The Day at a Glance

7 a.m. – 7:45 a.m.	Students arrive 4 th floor rotunda & set up displays
7:30 a.m.	Breakfast on-the-go
8 a.m.	Posters set up and ready to present
8 a.m. – 1 p.m.	Posters on exhibit to public and legislators
8:30 a.m.	Poster judging begins
10:45 a.m.	Poster judging concludes
11:30 a.m.	Photo opportunity with legislators (Group photo; tentatively scheduled)
11:45 p.m.	Lunch on-the-go (boxed lunch provided)
1 p.m.	Awards ceremony in the Governor's Blue Room
2 p.m.	Adjourn & students take down posters

Set Up

*Please note: If the new, incoming Capitol staff will allow it, you will have the opportunity to set up your posters/displays the evening prior to Research Day. More information regarding this set-up opportunity will be provided to you after the new Capitol staff takes over in the next couple of weeks.

Arrival

As a representative of your university, it is requested that you dress professionally. A coat and tie or a dress is not a necessity, but attire must be clean and neatly pressed.

Arrive at the Capitol between 7 a.m. and 7:45 a.m. Displays must be set up no later than 8 a.m., as judging begins promptly at 8:30 a.m.

You may park temporarily in the loading zone on the west side of the building to unload your display, if needed. (There is a green canopy at the entrance.) ***Do not leave your vehicle unattended at any time in the loading area***, as security measures around the building will not allow it. We suggest that a friend or family member, who is accompanying you, should let you out at the loading zone with your poster and then go and park the car.

Guests should park for the day in the east parking lot, which is located on the east side of Lincoln Blvd. A pedestrian tunnel connects the east lot to the Capitol building. The tunnel will put you

at the basement level of the Capitol. You will go through a metal detector at the security checkpoint. Be prepared to show security personnel picture identification and allow them to look inside your bags, if requested. Proceed through the security checkpoint down the hall, until you come to the elevator bank. Take the elevator to the fourth floor and enter the rotunda. EPSCoR staff will be available to assign your space and issue your exhibit number if you have not set up the night before.*

Upon arrival on the 4th floor, EPSCoR staff will provide name badges for you and your guests. The badges not only identify you, but also will allow you and your guests to receive a boxed lunch. (Please provide names of individuals who will accompany you no later than March 1, so we can order enough meals.)

During the Day

At least one person should remain with the exhibit at all times throughout the day. You are welcome to bring your faculty sponsor, a friend, or family member to assist you. These individuals' names should be forwarded to the EPSCoR office by the March 1 deadline, so ample food is available.

Breakfast, lunch, and refreshments will be available throughout the day. Please consume food away from the displays.

EPSCoR will use both your campus and hometown addresses to identify and invite your legislators to visit you and discuss your research poster. If legislators visit your display, please write down their names and a short comment about the conversation. Forms will be provided for this. Before you leave, please return the forms to the EPSCoR staff. Please be aware that the legislature will be in session and your legislators may not be available to view your display. However, we will make every effort to encourage their attendance. *Please offer your legislator a box lunch when they visit your poster.*

There will be times during the day when the legislature is in session and no one will be viewing your display. Chairs will be provided at each table, but when legislators begin entering the rotunda, please stand and be eager to talk.

A group photo will be taken at approximately 11:30 a.m. of all participants, faculty sponsors, and legislators who are available. Additionally, photos will be taken throughout the day. Be sure to provide the photographer with your name and college or university if requested. Photos taken with your legislator will be sent to your hometown newspaper. If your legislators attend the photo session, please invite them to look at your research poster after the photo session and offer them a boxed lunch that they can take with them as they head back to their offices.



Research Day at the Capitol 2011 Guidelines

Background

Research Day will be held on Thursday, March 31, 2011 in the 4th floor rotunda of the State Capitol. This annual event, inaugurated in 1996, was developed to showcase the outstanding undergraduate research being conducted at Oklahoma's colleges and universities in the areas of science (including social science), technology, engineering, and mathematics. The event is sponsored annually by the Oklahoma State Regents for Higher Education, Oklahoma Experimental Program to Stimulate Competitive Research (EPSCoR), and the National Science Foundation.

Timeline & Activities

Wednesday, December 15, 2010	Deadline for nominations
Saturday, January 15, 2011	Student training session & tour of State Capitol <i>Attendance Mandatory</i>
January 15 – March 29, 2011	Students prepare scientific posters and display units
Tuesday, March 1, 2011	Students' revised abstracts, exhibit information, lodging requests, guest names, etc., are due in OK EPSCoR's Stillwater office
*Wednesday, March 30, 2011	
6:30 PM	*Tentative—to be confirmed after new staff takes office at the State Capitol. Students arrive at the State Capitol, 4th floor rotunda, and set up displays
Thursday, March 31, 2011	Capitol rotunda, 4 th floor
8:30 AM – 2:00 PM	Posters on exhibit, poster competition*, students meet with legislators, awards ceremony

Nominations

Oklahoma colleges and universities in the state system plus the University of Tulsa are invited to nominate outstanding research projects conducted by undergraduate students on their campuses. Each eligible institution may nominate one research project with the following exceptions: OU-Norman may nominate two; OU Health Sciences Center may nominate two; Oklahoma State University may nominate four; University of Tulsa may nominate two. Nominations are distributed in this manner because some campuses have multiple colleges conducting research.

Please note: Student nominees must be legal residents of Oklahoma and must be available to attend a mandatory student training session on Saturday, January 15, 2011. The training session is designed to assist students in the preparation of a scientific poster for Research Day. The lead student on each nominated research project will receive a \$250 stipend (one per research group) from Oklahoma EPSCoR to prepare and present a scientific research poster at the State Capitol. Posters will be

competitively judged the day of the event by an independent panel. Panelists will select the top research projects to receive cash prizes, as well as a summer research internship valued at \$4,000.

Each nomination package must include: 1) a completed nomination form and 2) a research project abstract. Accurate information regarding the students' permanent home addresses and local school addresses are of special importance. They will be used to help identify the students' state legislators who will be invited to the event, and ***all stipends or awards must be mailed to the permanent address of record due to state regulations.***

Deadline for nominations: Wednesday, December 15, 2010.

Nominations may be submitted via fax, email or US Postal Service to:

Dr. Jim Wicksted
Associate Director, OK EPSCoR
415 Whitehurst
Stillwater, OK 74078

Email: james.wicksted@okstate.edu
Phone: 405.744.9964
Fax: 405.744.7688

Poster Competition and Awards

The poster competition will promptly start at 8:30 a.m. and end at approximately 10:45 a.m. on March 31, 2011 during Research Day at the Capitol. A panel of EPSCoR-appointed judges will visit each display as a group. Students should be prepared to present their posters and answer judges' questions regarding their research.

Posters will be judged on the following criteria:

1. Scientific presentation
(Clear purpose, hypothesis, background info, results, impact, further study expected)
2. Student's ability to explain project
3. Visual appearance
4. Clarity for general audiences
5. Societal impact statement

From the posters presented and judged, EPSCoR will award the following prizes:

Grand Prize \$500 award + \$4,000 summer research internship (final project report required)
 \$2,500 award to the sponsoring college/university lab to offset expenses of hosting the
 internship

1st, 2nd, and 3rd place prizes will be awarded in each of the following two categories:

- Research Intensive Campuses
- Regional & Community College Campuses

1 st Place	\$500 (2)
2 nd Place	\$250 (2)
3 rd Place	\$250 (2)

NOTE: The student identified as the lead on the project must present their poster in person at Research Day to be eligible for prizes.

For More Information:

If you have any questions, please contact Gina Miller, outreach coordinator, at 405.744.7645 or email gmiller@okepscor.org.

Research Day at the Capitol 2011
Judge's Scoring Sheet

Exhibit # 1

Student/Institution:

Poster Topic:

1. Scientific presentation

(Clear purpose, hypothesis, background info, results, impact, further study expected)

1 2 3 4 5 6 7 8 9 10 _____

Lowest > Highest

2. Student's ability to explain project

1 2 3 4 5 6 7 8 9 10 _____

Lowest > Highest

3. Visual appearance

1 2 3 4 5 6 7 8 9 10 _____

Lowest > Highest

4. Clarity for general audiences

1 2 3 4 5 6 7 8 9 10 _____

Lowest > Highest

5. Societal impact statement

1 2 3 4 5 6 7 8 9 10 _____

Lowest > Highest

6. Overall

1 2 3 4 5 6 7 8 9 10 _____

Lowest > Highest

NOTES: _____

_____ **Total points** _____



Research Day at the Capitol Guidelines & Preparation

Gina Miller

Outreach Coordinator

[gmiller@okepscor.org](mailto:gmillerokepscor.org)

(405) 744-7645 or (405) 762-0848 cell



Student Training for Research Day at the Capitol

State Capitol of Oklahoma

Saturday, January 15, 2011

AGENDA

12:30 p.m. – Registration and Working Lunch

12:45 p.m. – Welcome & Introductions

Gina Miller, Outreach Coordinator, Oklahoma EPSCoR

1:00 p.m. – Preparing a Scientific Poster

Kim Roach, 2010 Research Day Participant and Winner

1:30 p.m. – Research Day Guidelines, Poster Competition & Resources

Gina Miller

2:00 p.m. – Stipend Paperwork, Etc.

2:15 p.m. – Visit the Blue Room, if Available

2:30 p.m. – Adjourn

Timeline of Research Day Activities

Saturday, January 15

State Capitol, 4th Floor Rotunda
Student Training Session

January 15 through March 30

Students prepare scientific posters and display units

Tuesday, March 1

Deadline for students to submit revised abstracts (MS Word), exhibit information, lodging request, guest names, etc.

Wednesday, March 30

Possible pre-setup opportunity for posters at Capitol. To be confirmed by end of January, after new governor's staff takes over. Time & details TBD.

After 3 p.m.

Students with pre-approved overnight arrangements check into hotel.
Dinner – On your own.

Thursday, March 31

State Capitol, 4th Floor Rotunda

7 a.m. – 7:45 a.m.

Students arrive

8 a.m.

Posters set up and ready to present

8:30 a.m.

Judging for poster competition begins

8 a.m. – 1 p.m.

Posters on exhibit, students meet with legislators & Capitol guests

1 p.m.

Awards ceremony, Governor's Blue Room

2 p.m.

Adjourn and take down posters



Research Day Agenda

Thursday, March 31– Capitol Rotunda, 4th floor

7 a.m. – 7:45 a.m.	Students arrive & set up displays
7:30 a.m.	Breakfast on-the-go
8 a.m.	Posters set up and ready to present
8 a.m. – 1 p.m.	Posters on exhibit to public
8:30 a.m.	Poster judging begins
10:45 a.m.	Poster judging concludes
11:30 a.m.	Photo opportunity with legislators (group photo, tentatively scheduled)
11:45 p.m.	Lunch on-the-go (boxed lunch provided)
1 p.m.	Awards ceremony
2 p.m.	Adjourn & take down posters



Magic Deadline: March 1, 2011

Email all info requested to Gina Miller at [gmiller@okepscor.org](mailto:gmillerokepscor.org)

- Return completed, signed Financial Responsibility form
- Will you need lodging? Students/advisors who live outside the OKC area are eligible
 - Notify Gina of your hotel needs by March 1
 - Please inform your faculty advisor that EPSCoR will assist with procuring travel reimbursement for hotel room and mileage, if needed. They should send their email request for hotel and/or mileage to pgreer@okepscor.org by March 1.
- How many people in your party? Provide number and names by March 1
- What type of display?
 - Tabletop or freestanding?
 - EPSCoR will provide a 6-foot table with a white floor-length tablecloth
 - Do you need access to an electrical outlet and/or extension cord?
- Who is the lead person on your project?
 - Lead person in your group will receive the \$250 check for development of your display
 - Checks will be mailed to the lead person within approximately two-three weeks at their permanent address
- Provide revised abstract in MS Word format by March 1
 - Please avoid scientific jargon; use lay language
 - include societal impact statement



Display Set-Up

- Wednesday evening, March 30—Tentative
- Thursday morning, 7 a.m. to 8 a.m.



Research Day at the Capitol

Thursday, March 31

- Park in the east lot located on the east side of Lincoln Blvd.
- Use the pedestrian tunnel across Lincoln Blvd. to access the Capitol
- The tunnel will put you on the basement level of the Capitol
- You will go through a metal detector at the security checkpoint
- Must have photo ID & allow them to look inside your bags if requested
- Take the elevator to the fourth floor
- Please arrive and have display set up by 8 a.m.
- Poster competition begins at 8:30 a.m. promptly



Event Day – March 31, 2011

- Check in at the EPSCoR table & pick up name badge
- Badges help legislators identify you and serve as your meal ticket
- Legislators will not have name badges: offer legislators boxed lunch
- Someone should be at display at all times
- Refreshments will be provided – please consume away from display
- Dress professionally
- EPSCoR will invite your legislators to visit your display
- If you speak to a legislator, please write down short summary of conversation on forms that EPSCoR staff will provide
- Legislature will be in session – some legislators may be unable to attend



Event Day – March 31, 2011

- When Legislature is in session there will be times when no one will be viewing your display
- Stand and be eager to talk about your research when legislators or the public are present
- Group photo on staircase at ~11:30 a.m. for students, faculty sponsors and legislators
- If your legislators come for photo offer boxed lunch
- Share your name and institution with photographers
- Photos will be sent to your hometown newspaper



Courtesy Capitol Photographer

Poster Competition and Awards

- Starts promptly at 8:30 a.m. and ends at approximately 10:45 a.m.
- A panel of EPSCoR-appointed judges will visit each display in a group
- Students present posters and answer questions about research
- **Posters will be judged on the following criteria:**
 1. **Scientific presentation** (Clear purpose, hypothesis, background info, results, impact, further study expected, etc.)
 2. **Student's ability to explain project**
 3. **Visual appearance**
 4. **Clarity for general audiences**
 5. **Societal impact statement**
 6. **Overall score**



Poster Competition Prizes & Awards

From the posters presented, EPSCoR will award the following prizes:

Grand Prize - \$500 cash prize + \$4,000 summer research internship*
\$2,500 award to the sponsoring college/university lab to offset expenses of hosting the internship

**Final project reports will be required.*

1st, 2nd, and 3rd Place Prizes will be awarded in each of two categories:

TWO CATEGORIES

- **Research Intensive Campuses**
- **Regional & Community College Campuses**

1st Place - \$500 cash prize

2nd Place - \$250 cash prize

3rd Place - \$250 cash prize



NOTE: The student identified as the lead on the project must present their poster in person at Research Day to be eligible for prizes.

