

# CONFERENCE FAQS

## WHAT IS IT?

The Undergraduate Research & Creative Activity Conference is a premier annual event at The University of Alabama that provides undergraduates an opportunity to highlight their research or creative activities.

In addition to bringing attention to the excellent work of University students, the Conference allows students to gain experience presenting, compete for cash prizes and form relationships with faculty mentors and fellow Conference presenters.

## WHO PARTICIPATES?

Any undergraduate student currently enrolled at The University of Alabama with a research project or creative activity may present at the Conference. Each student is required to have a faculty mentor.

## WHY SHOULD I PARTICIPATE?

The best reason to participate is to share your ideas and hard work with the public.

In addition, you will gain valuable presentation experience and the chance to win cash prizes!

If you have any problems or questions about registration please contact Sydney Palmer at [spalmer@research.ua.edu](mailto:spalmer@research.ua.edu).

## HOW DO I REGISTER?

**The abstract submission window is from February 1, 2018 to February 28, 2018.**

Registration must be submitted electronically via the link on the [Undergraduate Research & Creative Activity Conference website](#). Required information includes: your contact information and CWID (Campus Wide Identification Number); any collaborator's contact information; faculty mentor's contact information; your College and Department; and your project type, title and abstract.

You should preview the Registration Form and discuss it with your mentor, particularly if your presentation topic is not in your College. You and your mentor will receive a confirmation email verifying your acceptance into the Conference. Please forward the confirmation to any co-presenters. You should discuss any class conflicts with your professors well in advance of the Conference.

## WHAT IS AN ABSTRACT?

An abstract is a short statement about your presentation to give the reader a complete, yet concise, understanding of your research and findings or your creative activity.

An abstract can be no more than 500 words and should contain the following: justification, purpose, method, result, and conclusion. [Click here](#) to learn more about how to write an abstract.

Remember, available information for your abstract will depend on which category you choose to participate in. [Click here](#) to learn about the two submission categories.

# TELL ME ABOUT THE PROJECTS.

## POSTER PRESENTATIONS

Poster Presentations need to be no larger than 36" by 48". We recommend that you print your presentation and attach it to the on-site poster board provided by the Office for Research on the day of the Conference. Templates for poster design can be found on the conference website under [Student and Faculty Resources](#).

You must remain by your poster until your project has been judged. The judges will ask you to present your poster and will ask questions about your project. There is no time limit for these presentations, but they should move quickly due to the large number of participants.

The poster presentations are scheduled for the morning or afternoon time block, based on College. The judges may arrive at your poster at any time during your scheduled time block, which will be available on the [conference website](#).

Important information concerning class projects involving human subjects: If you would like to submit a project to the conference that falls in this category, please contact [Tanta Myles](#) in the Office for Research Compliance who will work with you to obtain the appropriate IRB determination.

**QUESTIONS?** Contact Sydney Palmer at [spalmer@research.ua.edu](mailto:spalmer@research.ua.edu).

## POSTER PRINTING

The Office for Research will pay to have your poster printed, but you must have it printed at University Printing. University Printing requires that your completed poster design be sent as a PDF. If you have a problem converting your file to PDF format, please contact [Sydney Palmer](#). Please allow 20 minutes or more for converting time. You will also need to proof your project on screen before you leave.

You can e-mail the PDF format by March 23, 2018 to [Lisa Stonecipher](#) at University Printing. You will need to include in the email: a description of what you need printed, an attached PDF of your project, the size you need and that it is being printed for the Undergraduate Research & Creative Activity Conference. Posters can be no larger than 36" by 48". Poster templates can be found under [Student and Faculty Resources](#) on the conference website.

## JUDGING

### WHO ARE THE JUDGES?

Each participant will be judged by a group comprised of graduate students and a faculty member.

### HOW ARE PRESENTATIONS JUDGED?

Judging criteria include content, materials, presenter attributes and responses to questions. Each College may have additional criteria. See [Student and Faculty Resources](#) on the Conference website.

### WHEN WILL MY POSTER BE JUDGED?

The judges may arrive to evaluate your poster at any time during the scheduled time block for your College.

### WHEN ARE AWARDS ANNOUNCED?

Official results will be posted on the [conference website](#) within a few days of the conference. Award winners will receive email notification.

## WHAT IS THE SCHEDULE?

A summary schedule will soon be available on the Conference website.

We cannot accommodate requests for specific presentation times. Well in advance of the Conference, you should determine your potential class conflicts and discuss them with the professors of those classes.

A more detailed schedule will be posted to the website a few weeks prior to the Conference. You should be prepared to be present for the entire block of time scheduled for your College.

**QUESTIONS?** Contact Sydney Palmer at [spalmer@research.ua.edu](mailto:spalmer@research.ua.edu).

# DAY OF THE CONFERENCE

## WHERE IS THE CONFERENCE?

The third floor of the Ferguson Student Center.  
Click [here](#) for directions.

## WHERE CAN I PARK?

There will be NO reserved parking at the Ferguson Student Center. Students will have to park in their usual location. There are several lots for visitor parking. Click [here](#) for more information.

## WHAT SHOULD I WEAR?

Business casual or professional attire is considered appropriate dress. Please be aware that there is no seating provided on the day of the conference so wear comfortable shoes.

## WHAT SHOULD I BRING?

Please make a note to bring any media that you will need (e.g. flash drive if you will be giving an oral presentation with a PowerPoint).

## WHICH ROOM WILL I BE IN?

Poster presentations will take place in Heritage Ballroom, located on the third floor.

## WILL THERE BE FOOD?

Snacks and drinks will be available for all participants.

## WHAT HAPPENS AT CHECK-IN?

Check-in will be located in the Heritage Ballroom lobby. At check-in you will receive your schedule as well as any last-minute information for the day.

Early check-in will be available the afternoon before the Conference. See Important Dates on the Conference website for information on early check-in.

## DO I HAVE TO STAY ONCE I HAVE CHECKED IN AND SET UP?

You will need to be present during the time block for your presentation, which will be available on the [conference website](#).

## WHERE CAN I STORE MY BELONGINGS?

We will not have a place to check your items on the day of the event. You will be responsible for all items that you bring to the conference.

## WHEN ARE AWARDS PRESENTED?

Award recipients will be notified via e-mail after the Conference. This year's award luncheon will be held April 9, 2018 in the South End Zone of Bryant-Denny Stadium.

**QUESTIONS?** Contact Sydney Palmer, [spalmer@research.ua.edu](mailto:spalmer@research.ua.edu).