Student Research Symposium Checklist

December 5, 2022
Registration Opens!

What you will need to complete the 2023 Symposium Registration Form:

- Your faculty sponsor’s name(s) and email address(es)
- Lead presenter and co-presenter’s information (name/PFW email address is required)
- Faculty-mentor approved Abstract
- Abstract Guidelines: Maximum 500 words
- Poster presentation time slot availability on Friday, March 24, 2023

January 9, 2023 -- Spring classes begin

February 6
Registration closes (No late submissions accepted!)

February 13 to February 17
Abstract review team reviews submissions

February 20 - 24
Abstract review result and feedback e-mailed to student and their faculty sponsor.

To revise your abstract, follow these steps:

- Consult with faculty sponsor on the suggestions made on the abstract by the review team
- Revise the abstract, if needed
- Get the revised abstract approved by your faculty sponsor:
- Email the revised abstract OR the faculty sponsor can e-mail your abstract on your behalf
Submit revised abstracts to: SRSymposium@pfw.edu
After students receive the submission acceptance letter via email, START working on the poster design!

For poster design help:

- Custom poster templates, check Resources
- Technical help, schedule an appointment or drop-in a Studio-M

February 22 & February 23

In-Person Preparation Workshop led by Purdue Fort Wayne faculty

Converting your research into a poster presentation

Plan to attend ONE of the sessions below:

- **Wednesday, February 22** - 12:00 pm – 1:00 pm
- **Thursday, February 23** - 11:00 am – 12:00 pm

Location: HONORS PROGRAM LOUNGE

Poster Guidelines:

- Size (40 inches x 24 inches)
- ½ inch border around the poster
- Horizontal or vertical layout
- Abstract is optional on the poster

Submit the research poster for Printing ANY TIME before the March 15th deadline to:

- Save your poster as a JPEG before emailing it to SRSymposium@pfw.edu.

March 6 – 12 – Spring Break

March 15 – Final abstracts due!

- Final faculty mentor-approved abstract due!

If not approved by the faculty mentor by March 15, the original abstract will be use in the Symposium proceedings.
**Wednesday, March 15 -- Poster JPEGs due.**
- Check size, layout, and format before submitting it.
- Ask your faculty mentor to preview your poster *before* it is submitted!
- Poster JPEGs must be emailed even if the department is funding your poster printing. Late poster submissions will not be eligible for presentation.

Submit your poster JPEG via email to **SRSymposium@pfw.edu**

**March 20-23 -- Judging sessions emailed to student presenters and judges**

Pick up posters at the Student Research Office in Helmke Library, 2nd Floor Room 248  

Pick-Up Schedule:
- Monday: 9am – 5pm
- Tuesday: 9am – 5pm
- Wednesday: 10am – 6pm
- Thursday: 9am – 2pm

**NOTE:** If you are unable to pick up your poster during the scheduled dates, please make alternate arrangements for someone to pick it up for you. *It is your responsibility to pick up your poster!*

**Friday, March 24, 2023**

**26th Student Research and Creative Endeavor Symposium**

**Location:** Purdue University Fort Wayne Skybridge and the Learning Commons in Helmke Library (2nd floor)

**CHECK-IN 7:30 AM – 8:30AM**
- You are **REQUIRED** to check-in at the STUDENT WELCOME table and set up your poster during the registration period. If you are unable to do so, please plan for someone to register and set up your poster.
- **Remember to bring your poster with you!**
- It is your responsibility to know what time you will present to the judges!

**Thank you for participating in the 26th Student Research and Creative Endeavor Symposium!**

*Sponsored by*
- Office of Sponsored Programs
- Honors Program
- Helmke Library
- Office of Academic Affairs – University Research and Innovation