

# Purdue University Fort Wayne

## Student Research and Creative Endeavors Symposium

		Student Checklist
November 15, 2023 OR November 16, 2023	Information Sessions	<p style="text-align: center;"><b>Learn about the Symposium!</b></p> <ul style="list-style-type: none"> <li>Discover how students presenting their research, scholarship, or creative endeavors contributes to the advancement of knowledge</li> <li>Preview past poster presentations</li> <li>Meet and talk with faculty panelists</li> </ul> <p>Plan to attend ONE of the Information Sessions below:</p> <ul style="list-style-type: none"> <li>Wednesday, November 15 - 12:00 – 1:00 pm</li> <li>Thursday, November 16 - 11:00 am – 12:00 pm</li> </ul> <p><b>Location:</b> HELMKE LIBRARY, HONORS PROGRAM LOUNGE, ROOM 212</p> <p><i>If you cannot attend, please review the content on our <a href="#">Student Research Symposium</a> website</i></p>
December 4, 2023	Registration Opens	<p><b>What you will need to complete the 2024 Symposium Registration Form:</b></p> <ul style="list-style-type: none"> <li>Your Faculty Mentor's name(s) and email address(es)</li> <li>Faculty Mentor approved abstract</li> <li>Lead presenter and/or co-presenter's information (name/PFW email address is required)</li> <li>Abstract Guidelines: maximum 500 words</li> <li>Poster presentation time slot availability on Friday, March 22, 2024</li> <li>If your research involves HUMAN SUBJECTS, please visit our <a href="#">Student Research Symposium</a> website to review the IRB approval</li> <li>After students receive the submission acceptance letter via email, START working on your draft poster design</li> <li>For poster design help, please visit our <a href="#">Student Research Symposium</a> website under <a href="#">Resources</a></li> </ul> <p>Save your poster as a JPEG and submit your research poster for printing any time before the <b>March 13</b> deadline to: <a href="mailto:SRSymposium@pfw.edu">SRSymposium@pfw.edu</a></p>
February 6, 2024	Registration Closes	No late submissions accepted!
February 12–16, 2024	Abstract Reviews	Abstract Review Committee will evaluate abstracts
February 19-23, 2024	Abstract Emailed to Student and Their Faculty Mentors	<p>If your abstract needs to be revised, follow these steps:</p> <ul style="list-style-type: none"> <li>Consult with Faculty Mentor on the suggestions made by the Abstract Review Committee</li> <li>Revise the abstract</li> <li>Have your revised abstract approved by your Faculty Mentor</li> <li>Email the revised abstract and copy your Faculty Mentor</li> </ul> <p style="text-align: center;">Submit revised abstracts to: <a href="mailto:SRSymposium@pfw.edu">SRSymposium@pfw.edu</a></p>

<b>February 21, 2024 OR February 22, 2024</b>	Preparation Workshop	<p><b>Converting your research into a poster presentation</b></p> <p>Plan to attend ONE of the Preparation Workshops Sessions below:</p> <ul style="list-style-type: none"> <li>• Wednesday, February 21 - 12:00 – 1:00 pm</li> <li>• Thursday, February 22 - 11:00 am – 12:00 pm</li> </ul> <p><b>Location:</b> HELMKE LIBRARY, HONORS PROGRAM LOUNGE, ROOM 212</p> <p>For poster design help, please visit our <a href="#">Student Research Symposium</a> website under <a href="#">Resources</a></p> <p><i>If you cannot attend, please review the content on our <a href="#">Student Research Symposium</a> website</i></p>
<b>March 13, 2024</b>	Final Abstract & Poster Due	<ul style="list-style-type: none"> <li>• Ask your Faculty Mentor to preview your poster</li> <li>• Submit your poster JPEG via email to <a href="mailto:SRSymposium@pfw.edu">SRSymposium@pfw.edu</a></li> <li>• Check size, layout, and format</li> <li>• Poster JPEGs must be emailed, even if the department is funding your poster printing</li> <li>• Late poster submissions will not be eligible for presentation</li> <li>• <b>NOTE:</b> If your abstract was not approved by a Faculty Mentor by March 13, the original abstract will be used in the Symposium proceedings</li> </ul>
<b>March 18 -21, 2024</b>	Pick Up Posters at The Student Research Hub in Helmke Library, Room 248	<ul style="list-style-type: none"> <li>• Judging Sessions are emailed to student presenters and judges</li> <li>• It is your responsibility to know what time you will present to the judges!</li> <li>• <b>NOTE:</b> 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!</li> <li>• <u>Poster Pick-Up Schedule:</u> <ul style="list-style-type: none"> <li>• Monday: 9am – 5pm</li> <li>• Tuesday: 9am – 5pm</li> <li>• Wednesday: 10am – 5pm</li> <li>• Thursday: 9am – 2pm</li> </ul> </li> </ul>
<b>March 22, 2024</b>	Student Research and Creative Endeavors Symposium	<ul style="list-style-type: none"> <li>• <b>Remember to bring your poster with you!</b></li> <li>• 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</li> </ul> <p><b>Location:</b> Purdue University Fort Wayne Skybridge and the Learning Commons in Helmke Library (2nd floor)</p> <p><b>Check-in:</b> 8:30 – 9:30am</p> <p><b>Time:</b> 10:00am – 2:30pm</p>

Questions? Please contact Amber Kaur, Program Administration Specialist, [SRSymposium@pfw.edu](mailto:SRSymposium@pfw.edu)

**Thank you for participating in the 27<sup>th</sup> Student Research and Creative Endeavors Symposium!**

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