

## 2022 Forward Thinking Research Symposium Guidelines

Each year, the Office of Research and Sponsored Programs (ORSP) showcases the exciting research being done at Marquette. In celebrating research across campus, the Forward Thinking Research Symposium provides opportunities to learn more about work being done in other disciplines and fosters professional skills for students. Unlike traditional conferences, where researchers convey results of work already completed, these presentations focus on **projects that will take place in the next 6–12 months**.

### **Highlights for 2022**

**This year's Forward Thinking event will be held on Tuesday, November 29<sup>th</sup>.** It will again center on brief oral presentations of research projects. Here are some highlights of this year's event:

- **Researchers will make five-minute oral presentations — “elevator pitches” — of their work. Presentations can be accompanied by up to three PowerPoint slides. Presenters will need to be available Tuesday, November 29<sup>th</sup> from 1:00 – 3:00 p.m.**
- **Presentations should emphasize WHY this work is important, with less attention paid to the HOW (i.e. the details of a particular methodology).**
- **We strongly encourage student researchers on the project to do the oral presentation, to help further their presentation skills and articulation of the work in a quick and digestible format.**
- **Monetary awards of \$500 will go to each of the three top projects, with one of them being jointly funded by the Institute for Women's Leadership for a project with a gender focus.**
- **Posters are not required, but may be set up in the AMU reception area to allow for further discussion after the oral presentations.**
- **To promote Marquette's tradition of sponsoring academic centers and institutes, several of them will have tables set up in the reception area to share more about their missions and programming.**
- **ORSP will provide information on upcoming funding opportunities of interest to disciplines and career levels across campus.**

### **Pitching Your Project**

The primary goal of the event is to celebrate and encourage research on the Marquette University campus. The projects being presented should focus on work that will take place within the next 6-12 months. Presenters might have preliminary results, or they might not. A project being presented may be the next logical step in a well-established research program or it may explore an entirely new path.

**The oral presentations should be considered a project pitch or elevator pitch — not a full, in-depth view of project plans and/or methodology.** Applicants will be expected to “sell” their innovative ideas and future possibilities in a five-minute talk, accompanied by up to three PowerPoint slides. Being able to clearly articulate the significance and impact of your work in a short presentation is an important skill to develop, especially when seeking funding or communicating with various stakeholders. The opportunity to hone this skill is valuable.

We encourage the submission of projects from across the University, with the following objectives:

- Showcase prospective faculty or student-led research projects and the ways in which faculty and students work together
- Provide opportunities for researchers to learn more about peers in other disciplines and encourage interdisciplinary partnerships
- Foster research and professional skills for undergraduate and graduate students
- Disseminate research succinctly and visually to others
- Promote MU resources available to support research efforts, including funding opportunity information and MU centers and institutes

For support in creating your presentation, Marquette's MIC Speakers Lab can help students and faculty develop, organize, edit, practice, and polish the presentation. Visit [The MIC webpage](#) for more information. You can click the blue "Make an Appointment" button on the right to schedule an appointment.

Additionally, the following websites provide some ideas on pitching your project:

- [American Psychological Association](#)
- [Association for the Sciences of Limnology and Oceanography](#)
- [Notre Dame](#)

## **Timeline**

- Letter of Intent to Participate Form submission deadline – October 14, 2022
- PowerPoint Slide submission deadline – November 14, 2022
- Day of Event – November 29, 2022
  - 12:00 – 12:45 Set up poster (if applicable)
  - 1:00 – 1:10 Welcome and Introduction
  - 1:15 – 2:45 Oral Presentations
  - 3:00 – 4:00 Reception and Poster Presentations
- Notification of the award winners – December 2, 2022

## **Eligibility**

- All Marquette University faculty members and students are welcome to participate. **Presenters will need to be available Tuesday, November 29<sup>th</sup> from 1:00 – 3:00 p.m.**
- **A team of at least one faculty member AND one student** (undergraduate or graduate) must be involved in the planning, advising, presentation or execution of the project.
- Students can make only one presentation, though their names could be associated with other projects. Ideally, the lead student on the project should make the oral presentation. Each project is limited to one presentation.
- The projects must be "forward-looking" – they must describe a project that **will take place within the next 6-12 months**. Although you may present preliminary results, you do not need to do so in order to participate.
- Presenters must submit an Intent to Participate form. To submit this online form, please see the **Submitting a Letter of Intent** section below.

## **Important Note on Proprietary and Confidential Information**

As this is an open event, the University is taking no special measures to safeguard the confidentiality of materials being presented. If your project involves confidential or proprietary materials, including those provided by third parties (e.g., the subject of a Material Transfer Agreement) or if your project involves patentable subject matter, contact Sherri Kirsch in ORSP ([sherri.kirsch@marquette.edu](mailto:sherri.kirsch@marquette.edu) or x8- 5329) to ensure that your presentation does not result in public disclosure.

## **Submitting a Letter of Intent**

The [Forward Thinking Research Symposium website](#) has a link to the Letter of Intent to Participate form for the Forward Thinking Research Symposium. You will need to fill out this form with your project title and the names and email addresses of the faculty and students involved. You will also need to indicate if you plan to display a poster at the event, to supplement your oral presentation.

**Deadline for submitting a Letter of Intent is 4:00 pm on Friday, October 14<sup>th</sup>, 2022, and is required for participation in the event.**

## **Submitting Presentation Slides**

After October 14<sup>th</sup>, the [Forward Thinking Research Symposium website](#) will have a link to submit your slide presentation for the Forward Thinking Research Symposium. This online form will request the following:

- Names, titles, departments and emails of each faculty member involved
- Names and emails of each student involved in the project
- Project title
- Project Narrative, consisting of 2-3 sentences summarizing your project
- Four keywords that describe your project
- Area to upload your PowerPoint poster presentation (see template and specs below)
- Indication if there will be a supplemental poster displayed at the event.

## **Presentation Slide Requirements**

Presentations are limited to a maximum of three slides. We encourage you to be creative with your slides and the way you present your research. You might consider an Overview slide, with title, research idea, and innovation or significance; a Preliminary Data/Previous Work slide; and a Future Plans slide, showing how this project advances your research and/or that of the field.

You will need to be able to relay your research succinctly and visually to others. Text should be readable and visual elements (bullet-type charts, figures, tables, equations, etc.) should be used to indicate and highlight important technical content.

**Deadline for project submission is 4:00pm on Monday, November 14<sup>th</sup>, 2022.**

## **Oral Presentations**

- Oral presentations will take place from 1:15pm – 2:45pm on Tuesday, November 29<sup>th</sup>.
- Each presenter will have 5 minutes for their presentation.
- Presentations will take place in the AMU Ballroom.
- A host will be in each room to start and help with transitions.
- We encourage students do the presentation.
- Presenters should be available for questions AFTER the presentation, in the reception area.
- Presentations will be livestreamed and recorded. Recorded presentations will be available through the ORSP website.

## **Posters (Optional)**

Traditional posters are **not** required for the 2022 Forward Thinking Research Symposium but may be set up in the reception area. They will be available to attendees before the project pitches and during the reception after the talks.

Each poster will be attached to a 30" by 40" area (posters may be oriented in either direction—e.g., 30" x 40" or 40" x 30").

You can set up your posters the day of the event between 12:00 and 12:45 p.m., right before the oral presentations begin. Poster materials need to be thumb tacked to foam boards or other display surfaces; ORSP will provide thumb tacks and display surfaces. Please be sure to remove your poster after the event.

## **Reception and Poster Presentations**

As mentioned earlier, project teams may host a traditional poster in the AMU reception area. Posters will be made available to attendees before the project pitches and during the reception after the talks. Presenters may make themselves available for further discussion.

Marquette has a rich tradition of sponsoring academic centers and institutes that further education, promote research, and inform policy and service activities. Since solutions to today's most pressing problems are proving to be quite complex and don't belong to a single academic unit, Marquette's centers and institutes promote cross disciplinary research, leveraging faculty and student expertise that span multiple departments. To showcase their missions and programming, several centers and institutes will have tables set up in the reception area.

ORSP promotes this event to the campus community at large and sends personal invitations to the chairs and deans of those students who are presenting and faculty members who are providing mentorship. Participants are encouraged to invite their colleagues and students to view their presentations. This will help promote the exchange of scholarly research between faculty and students.

## **Forward Thinking Research Awards**

Three \$500 Forward Thinking Research Awards will be given to the oral presentations scoring the highest. One of the awards will be jointly supported by the Institute for Women's Leadership and will be awarded to a project involving gender-related research. Attendees of the oral presentations will be able to vote on each presentation. An oral presentation can only receive one award.

Award criteria:

1. How well does the presentation illustrate the forward-thinking nature of the project?
2. How convincing is the feasibility of the project?
3. Does the presentation make you want to invest in the project?

These \$500 awards will allow faculty researchers/mentors to purchase supplies or services, pay student assistants, or travel to archives or other places as required to conduct the research. Awards cannot be used for faculty salaries or for faculty travel to conferences. They are cost-reimbursable awards: an awardee's department will be reimbursed by ORSP using an expenditure transfer. Costs must be incurred, and the expenditure transfer completed between December 5, 2022 and June 30, 2023. Awards will be announced Friday December 2<sup>nd</sup>, 2022.

If you have any questions, please contact [Project Planning and Development](#) in the Office of Research and Sponsored Programs.