

Forward Thinking Virtual Poster Session Guidelines

Each year, the Office of Research and Sponsored Programs (ORSP) in conjunction with the Office of International Education (OIE) host a Forward Thinking Poster Session. At traditional conferences, posters, papers and presentations are used to convey the results of work that has been completed. Although presenters at such events often outline possible directions for future research, the emphasis is on a research plan that has already been executed and on results already achieved. At this event, posters focus on projects that will take place within the next 6-12 months. They aim to showcase Marquette University research projects, provide opportunities to learn more about work being done in other disciplines and foster professional skills for students.

New for 2020

With COVID-19 precautions and social-distancing still in effect, the look and feel of this year's event needed to be modified. Below is an overview of the major changes:

- The “poster” this year will be one single PowerPoint slide – designed to be a concise, visual and virtual representation of your research project
- Finalists for the ORSP Jump Start Awards will receive an award certificate and give a 5-minute oral presentation of their poster on November 19th.
- OIE will give one International Research Award of up to \$2,500. Projects with an international component must self-select for consideration and will be evaluated solely on the PowerPoint slide.
- All slides will be available for viewing over a five-day period.
- All MU faculty, staff and students are encouraged to view the slides and then vote for their favorites. This voting will determine the finalists for the ORSP Jump Start Awards and will weigh into the review of the International Research Award.

Important Dates

- **Mid-September** – Guidelines posted*
- **October 2** – Deadline to submit Intent to Participate form by 4:00 pm*
- **October 23** – Deadline to submit PowerPoint Poster by 4:00 pm*
- **November 5 - 9** – PowerPoint Posters posted online*; viewers to peruse and vote
- **November 12** – Jump Start awardees announced
- **November 19** – Virtual Oral Poster Presentations of the Jump Start and International Research Awardees announced, 1:00 – 3:00pm

***Information can be found on the ORSP website for the [Forward Thinking Virtual Poster Session](#).**

Pitching your Project

The primary goal of the event will still be to celebrate and encourage research on the Marquette University campus. The projects being presented should still be in-progress and 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 posters should focus on presenting the 'project pitch' versus a full, in-depth view of project results and/or methodology.** Applicants will be expected to "sell" their innovative ideas and future possibilities in one PowerPoint slide.

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.

Projects for consideration of an International Research Award should also address the following:

- Demonstrate that projects have an international component that is fully integrated into the research and plays a critical role in project success.

The following websites provide some ideas on pitching your project:

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

Eligibility

- All Marquette University faculty members and students are welcome to participate.
- Projects must involve **a team of at least one faculty member AND one student** (undergraduate or graduate) in the planning, advising, presentation or execution of the project. (This does not apply to the international projects).
- A faculty member (or team of faculty members) and a student(s) may present one or more projects.
- Each project is limited to one poster.
- 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 as described in this announcement. **To submit this online form, please see the Submitting a Letter of Intent section below.**

ORSP promotes this event to the campus community at large and sends personal invitations to the chairs and deans of those faculty members who are presenting or providing mentorship. Event 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.

Important Note on Proprietary and Confidential Information

As this is an open virtual 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 to ensure that your presentation does not result in public disclosure.

Submitting your Letter of Intent

On the ORSP website there will be a link to complete a Forward Thinking Virtual Poster Presentation letter of intent to participate form. You will fill out this form with your project title and the names and email addresses of the lead faculty member and lead student for the project, if applicable.

This is due by 4:00pm on Friday, October 2nd, 2020 and is required for participation in the event.

Submitting your Poster

After 4:00pm October 2nd, the link to submit your poster will become available. 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, if applicable
- 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 this will be a poster for International Research Award consideration

Deadline for poster submission is 4:00pm on Friday, October 23rd, 2020.

Poster Requirements

Poster submissions are limited to **one single PowerPoint slide**. You will need to be able to relay your research succinctly and visually to others. We recommend that the PowerPoint slide include information such as a title, research idea, a succinct overview of innovation and/or significance, and a statement as to how this project advances your research and/or that in the field. We encourage you to be creative with your slide and the way you present your research. Please keep in mind that your slide will be part of a compilation of all slides submitted and will be viewed virtually on a computer rather than in a larger poster format.

A standardized MU background PowerPoint template can be found on the [ORSP website](#). This template must be utilized for each PowerPoint slide submission.

Below are some additional format suggestions:

- Wise use of visual elements (bullet-type charts, figures, tables, equations, etc.) to indicate and highlight important technical content.
- Any text should be readable by online viewer.
- Possible templates, though not required, are included in above mentioned PowerPoint link.

You can include a website link on your poster, but the poster will only be judged on what is presented in the PowerPoint slide itself. ORSP/OIE are not responsible for content presented beyond the PowerPoint presentation.

If chosen for an ORSP Jump Start oral presentation on November 19th, this slide will be used for your presentation that day.

Eight participants will receive Jump Start Awards/Certificates and one participant will receive the International Research Award.

Jump Start Certificate of Award

Presentation time and a certificate will be given to eight participants. No monetary awards will be given.

A PowerPoint presentation of all the posters submitted will be made available to the campus community from November 5 – 9, 2020. All will have the opportunity to cast their votes via an online form for the posters that they feel best meet the criteria below. The top two posters for Questions #1-4 below will receive a Jump Start Certificate of Award and present their poster orally on November 19th. International research posters will be voted on with Questions #5-6 to be furthered reviewed and judged by faculty and staff selected by the Office of International Education.

Below are the six questions to be used as the award criteria in the online voting process:

1. Which slide best illustrates the forward-thinking nature of the project?
2. Which is the most interesting or appealing slide?
3. Which slide makes you want to invest in the project most?
4. Which slide taught me the most?
5. Is there a clear integration of an international component into the research proposal?
6. Does the international research proposal demonstrate potential for future impact (publication, conference presentation, community impact etc.) in that discipline area?

The eight posters receiving the most votes in Questions #1-4 will receive a Jump Start Certificate of Award. These selected participants will deliver a virtual 5-minute oral presentation of their poster on November 19th, 2020.

In order to receive the award, a member of the project team must be available between 1:00 - 3:00 pm on November 19th.

Oral Poster Presentation Requirements for Awardees

Awardees will use their PowerPoint slide to give an oral presentation via a Microsoft Teams event. It will be structured so that a faculty member of the team would do a brief introduction of the project and presenter, followed by a five-minute oral presentation by a student member of the team.

- Presentations will be PowerPoint (one slide only) format via virtual Teams event.
- Presentations will have a 10-minute time limit, with 1-2 minutes for the introduction, in addition to the 5 minutes for presenting and a minute or two for questions.
- A student must do the oral presentation.
- Presenters must be available 1:00 – 3:00pm on November 19, 2020.

If you have any questions, please contact [Averia Flasch](#) or [Erin Folstad](#) in the Office of Research and Sponsored Programs.

Marquette International Research Award

The Office of International Education (OIE) will award one (1) Marquette International Research Award of \$2,500. This award encourages and showcases international research among faculty members of any discipline. Projects must have a Marquette faculty member as the principal investigator (PI), and the award will be given to the PI. Projects must have an international component, and preferably, research is either based, has subject matter, or has direct community real-world application. Projects that have a global-local trajectory are eligible for this award. Projects must describe work to take place in the next 12 months. Projects can be ongoing, and faculty members are encouraged to describe past research results, but all projects must contain a “next step” proposal.

International Research PowerPoint slides will be voted on by the campus community (November 5-9, 2020). The Office of International Education will select a peer review committee of faculty and staff to judge and award the \$2500 award. The award recipient will be announced on Thursday November 19, 2020 during International Education week. Judges will view the applicant’s PowerPoint slide and may request additional supporting documentation.

Criteria for the award are:

1. Does the presentation lead to the development of an international research question or problem?
2. Is there general innovation in the research approach?
3. Does the presentation contribute to existing knowledge?
4. Is there integration of an international component?
5. Is the faculty member engaged and actively involved in the project?
6. Is there potential for future impact (publication, conference presentation, meaningful action, community impact etc.)?
7. What is the impact and purpose of award funds toward the international research project?

If you have any questions regarding the Marquette International Research Award, please contact [Terence Miller](#) in the Office of International Education.