

2008 Biological Sciences Research Symposium Information Sheet

What is the Symposium?

The Symposium is an event designed to showcase the research of graduate and undergraduate students in the UWM Department of Biological Sciences. The Symposium will include research talks, posters, and the Department of Biological Sciences award ceremony and refreshments. There will also be a social in the evening for all Symposium participants.

When is the Symposium?

The Symposium will take place on **Thursday, April 24, 2008**. Research talks will take place throughout the day. Posters will be available for viewing from 9am-5pm. The official poster session will take place from 11am-12 noon. The Department of Biological Sciences is hosting refreshments from 11am-12 noon, in conjunction with the department's annual awards ceremony, which will take place from 12 noon-1pm.

Where is the Symposium?

The symposium will be held in the UWM Student Union Ballroom and adjoining rooms.

Who is sponsoring the Symposium?

The Symposium is being sponsored by The Biology Club at UWM, in conjunction with the Department of Biological Sciences and Student Government.

Who can participate?

Any graduate or undergraduate students who are conducting research in a Biological Sciences Department laboratory are invited to present either a research talk or a poster describing their work.

All UWM students and faculty are invited to attend all or part of the Symposium.

Presentation Formats

Talks

Talks will be limited to 15 minutes. Please allot approximately 12-13 minutes to present and 2-3 minutes for questions.

Please try to make your talks as understandable as possible to a general biology audience. Remember, we are expecting undergraduates to attend the talks as well as graduate students and faculty from outside your discipline.

Posters

The Biology Club at UWM is providing funds (through a Senate Appropriations Committee grant) to the department so that posters for the Symposium will be printed free of charge.

Please follow all Poster Printing Guidelines (attached) or the department will be unable to print your poster.

A CD, Zip disk or Thumb drive with your poster on it must be turned in to Rochelle Van Hart by **Monday, March 31, 2008**.

The official poster session will take place on April 24th from 11am-12 noon. If possible, authors are asked to stand by their posters during this time to answer questions and discuss their research.

Abstract requirements

In order to assemble an abstract booklet, abstracts are due by **Monday, March 31, 2008**. Please email the abstract as a Word attachment to Rochelle Van Hart at rmconway@uwm.edu. The abstract should contain the following information:

- 1) Title of Presentation
- 2) Authors name(s)- if more than one author, please put an asterisk next to the name of the author who will present.
- 3) Email address of presenting author
- 4) Summary- 250 words or less

Cost

To help cover costs, there is a small fee to present at the Symposium. If you are a dues-paying member of The Biology Club at UWM, the fee will be \$5. If you are not a member of The Biology Club, you are still invited and welcome to present your research. The fee for non-members is \$10.

Decisions/disclaimer

We would like all students to be able to present their research. We can have an unlimited number of poster entries. However, the number of talks is limited by the number of hours in the day. In the event that we have more applicants for talks than we have space for, we may have to ask that some people who apply for talks instead present a poster. If this situation arises, the following criteria will be employed to decide who will be awarded a talk:

- 1) We will strive to distribute talks equally among labs and subject areas.
- 2) Undergraduates will be given priority over graduate students.

Deadlines

February 29- Turn in the “Application to Present” Form and fee.

March 10- Applicants will be notified if they were awarded a slot for a talk or a poster.

March 31- Turn in abstracts by email

March 31- Turn in posters to be printed

April 24- Symposium

Please contact Rochelle Van Hart at rmconway@uwm.edu with any questions or concerns.

Application to Present at the 2008 Biological Sciences Research Symposium

Name: _____

Email: _____

Advisor's Name: _____

Presentation Title: _____

Circle One: Talk Poster No Preference

Subject Area (ex. Ecology, Microbiology): _____

Circle One: Graduate Student Undergraduate

Special Scheduling Requests (ex. cannot present in morning, cannot present from 2-3 pm): _____

Disclaimer: This is an application to present a poster or research talk. If more applications for talks are received than time allows, talks will be awarded on the basis of the guidelines laid out in the Information Sheet, and participants could be asked to present a poster instead of a talk.

Please check one option below, and return this form with fee (cash or check) attached to: Rochelle Van Hart, Department of Biological Sciences, LAP S181 by Friday, February 29, 2008

_____ Biology Club Member, \$5 participation fee

_____ Non-Member, \$10 participation fee

(Checks should be made out to The Biology Club at UWM.)

Poster Printing Guidelines (from the Department of Biological Sciences)

Poster printing is expensive and time consuming for both the author and technical staff. Please follow these guidelines to minimize problems when constructing and printing your poster. **REQUIRED: is just what it means, we cannot print your poster if these guidelines are not followed.**

1. **REQUIRED:** Posters print on 42" wide paper. One dimension of your poster must be no more than 40" respectively to allow for a margin and printing backgrounds. Set your page height and width from "Page Setup" in the "File" menu to the final poster size **before** you start to layout your poster.
2. **REQUIRED:** POWERPOINT is the best file format to have for minimal problems with printing. **Note: The maximum size poster we will print for the Biology Club Symposium is 40" x 34".**
3. **REQUIRED:** Proof your poster before it is turned in for printing. (For graduate students this means your major advisor must signoff on the poster.) Posters with spelling or data errors that are of author origin will not be reprinted.
4. Photos print well if they have not been expanded more than 1.5 times their original size. Anything beyond that will result in a blocky, pixilated reproduction. A final resolution of 300 dpi (ppi) is recommended. Pictures taken off web pages are not advised.
5. Tom Schuck can supply you with print quality UWM logos. Do not copy this logo off of the web as it will be pixilated on your poster. Contact schuck@uwm.edu.
6. Graphs and plots captured using a screen dump from graphics programs will also look pixilated. If possible use Excel or Word for this data.
7. Backgrounds: No poster background is best for quick printing as well as conservation of materials. As an alternative (to a full poster background) you might use colored text boxes for the data or the section headers to highlight the different sections and draw the eye to them. Color backgrounds with a gradient will not print correctly 90% of the time. Do not use them. A single solid color works best if you absolutely must have a background. Watermark images in the background are difficult to setup, if you do not have experience with them, leave them off.
8. The poster should be delivered for printing to Rochelle Van Hart by **March 31, 2006**. Please turn in a CD, Zip disk, or Thumb (Flash) drive along with a completely filled out "Poster Information Form". It is preferred that disks are PC formatted if possible.
9. Rochelle will notify you by email when your poster is dry and ready to be picked up.