**Student Research Symposium**

**Submission Forms and Instructions for**

**Off-Campus Students**

**Important**: All student researchers **MUST** identify the **Faculty Mentor** with whom you worked on your research.

Recording instructions are the same for the off-campus oral and poster submissions. A breakdown for specific requirements will follow these general instructions. ***If you are presenting your research or speech in person, you DO NOT have to make a recording.***

**General Instructions for Off-Campus Students**

1. Students will submit their [abstract form](https://www.ulm.edu/symposium/documents/2023abstractsubmissionform.docx) to their [Faculty representative](https://www.ulm.edu/symposium/representatives.html).
2. Students will upload their poster as a PPT to the Symposium "course" in Moodle. Make sure the presenter is seen and heard in each slide.
3. Off-campus students will record their oral and poster presentations in a digital platform such as Zoom, PowerPoint, Camtasia, Screencastify, or Kaltura. *These are simply software suggestions and are not mandated as the only appropriate tools.* Record both your screen and your camera.
4. Once the presentations are recorded, you must notify your [Faculty representative](https://www.ulm.edu/symposium/representatives.html) or mentor of your intention to upload your product to the Moodle site.
5. Most of the recording can easily be accomplished using laptops or desktops.

**Further Off-campus Oral Presentation Submission Guidelines**

1. Record your oral presentation. Ensure you are visible in the picture with your slides, if using slides.
2. The presentation can only be 12-15 minutes long OR as designated by your school representative and/or mentor.
3. We recommend the following structure: an introduction, aims, and objectives, methods, results, discussion, and conclusions, depending on the type of presentation. For students from the Visual and Performing Arts disciplines, the presentation time remains the same, but the structure is open.
4. A font size of 36 for all headings and 18 for the body must be used if slides presented. Use **bold** and *italics* as needed to indicate a sub-heading or to emphasize content. Use non-serif fonts.

**Off-Campus Poster Presentation Submission Guidelines**

1. It is best to prepare your poster in the form of a PowerPoint (“.pptx”). You can download a ULM themed PPT template if you want to use it: <https://www.ulm.edu/omc/templates.html>
2. Upload your poster recording directly into the Moodle Research Symposium site, after notifying your representative and/or mentor. Your faculty representative will enroll you into the Moodle site so you can perform the upload. If you cannot gain access to the Moodle site, reach out to your faculty representative for assistance. ***If you are presenting your research in person, you DO NOT have to make a recording.***
3. You will be using PowerPoint (PPT) to create your poster. See instructions below.
   1. Your presentation can include only 8 slides. We recommend the following structure: an introduction, aims, and objectives, methods, results, discussion, and conclusions. However, for students from the Visual and Performing Arts disciplines, the number of slides remains the same for posters, but the structure is open.
   2. Slide 1 (first slide) should contain only the title, your name, and affiliation and slide 8 (last slide) should contain only the acknowledgment, references, or any supplemental information.
   3. A font size of 36 for all headings and 18 for the body should be used. Use bold and italics as needed to indicate a sub-heading or to emphasize content. Use non-serif fonts.
      * 1. A template for the poster is available for you to use. Click here to download the template <https://www.ulm.edu/omc/templates.html>
        2. Save the poster as a “.ppt, pptx” file.
   4. If you have any questions, please contact [Faculty representative](https://www.ulm.edu/symposium/representatives.html).

**ULM Student Research Symposium Policies and Procedures**

**Awards (*A $50 gift card and medallion will be awarded to the first-place winner(s) with the best presentation/poster in each school*. The presenter and co-presenter(s) may win gift card(s)). A medallion will be awarded to the runner up presenter(s).**

**Abstract Submission & Presentations**

1. A student can make only one presentation during the annual ULM Student Research Symposium. This Spring Research Symposium constitutes the beginning of the research cycle for ULM.
2. Every student presentation must be sponsored by a ULM faculty member. The mentor’s name must be listed on the abstract form, or the form will be returned to the applicant for completion.
3. Abstract should be no less than 100 words and no more than 250 words.