

Participant Guidelines

15th Annual UNO Student Research and Creative Activity Fair

March 24, 2023 – Milo Bail Student Center

The UNO Student Research and Creative Activity Fair provides a venue for undergraduate and graduate students to showcase their scholarly and/or creative activities in the form of oral presentations, poster presentations, exhibits, demonstrations, or performances. **All UNO students from all disciplines, departments, and degree levels, including engineering students from the UNL College of Engineering on the Scott Campus, are encouraged to present at the Fair.** Approval from a faculty advisor and a 100- to 400-word abstract are the only registration requirements. Prizes are awarded to the top participants at both the graduate and undergraduate levels, and in the categories of ***Oral Presentations, Poster Presentations, and Exhibits/Demonstrations/Performances.*** Each student may participate in up to two fair presentations.

Registration and Abstracts

- Students interested in participating must complete the **Registration Form** in DigitalCommons. (**Note:** You must log in to DigitalCommons and complete the submission agreement to view the Registration Form.)
- Please note an abstract must be submitted at the time of registration. The abstract **does not** have to be the final version. Abstracts should be 100-400 words and should be written for comprehension by an educated lay audience. Abstracts can be content already submitted or presented at a national conference or research projects from coursework.
- **Registration deadline is 11:59 p.m. Central Time on Friday, February 24, 2023.**
- All participants must have a faculty advisor with whom they have worked on the scholarly/creative activity. Faculty advisor approval will be required for participation.
- Information for name tags, programs, and promotional materials will be taken directly from your registration form. Please provide accurate information, and carefully check spelling and formatting.
- **Participants will be notified by email of acceptance and assigned presentation time(s) by March 10, 2023.**
- **Participation in the fair is in-person only.**

Format and Content

- Students may present their scholarly/creative activities in the form of an oral presentation, poster presentation, exhibit, demonstration, or performance.
- All formats will be judged for prizes.
- Students may provide a 1-page handout to accompany their presentations.
- Work submitted must reflect original scholarship/creative activity by the student.
- Presentations should be prepared for a general audience consisting of fellow students and the educated public. Technical jargon should be avoided.
- Students are urged to confer with faculty advisors and to use disciplinary practice when developing presentation materials. They may also obtain feedback from peers to make appropriate revisions.
- Students are encouraged to seek support from the UNO Writing Center and the UNO Speech Center when preparing their presentations.
- Students who have received sponsorship for their scholarly activities should acknowledge the sponsor(s), e.g., Fund for Undergraduate Scholarly Experiences (FUSE).

This event is made possible with support from the Office of Research and Creative Activity and the Milo Bail Student Center.

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Oral Presentations

- Students must be present in the designated room for the entire session in which they are scheduled. They will be expected to discuss their projects with the audience and judges at some point during that session.
- Each student will be allotted a maximum total of 10 minutes, which includes a recommended 5- to 7-minute presentation of the results of their research, and 3-5 minutes for Q&A. If presentation time exceeds 5 minutes, moderators will signal when two minutes remain and when one minute remains.
- Time limits will be enforced to maintain the schedule and ensure all students have adequate opportunity to present within each session.
- To ensure that presentations stay within the time limit, practice or rehearsal is encouraged.
- Standard presentation tools will be available (computer, projector, presentation software, etc.).
- Typefaces used should be an appropriate size to be visible to audience and judges.
- Slides/PowerPoint presentations submission instructions will be communicated at the same time as registration acceptance.

Exhibits and Poster Presentations

- Exhibits may include a poster, but it is not required. Students must be stationed at their exhibit and/or poster for the entire session in which they are scheduled. They will be expected to discuss their projects with the audience and judges at some point during that session.
- During the scheduled time, a group of judges will visit each student's exhibit or poster. Students are encouraged to develop a 3-minute "elevator speech" about their exhibit or poster. After judging occurs, there will be around 5 minutes for Q&A. If the presentation time exceeds 5 minutes, moderators will intervene to move judges to the next presentation.
- Maximum poster dimensions are 4 feet x 4 feet. Students utilizing **UNO's Creative Production Lab (CPL)** in Criss Library should carefully review large format printing costs and submission deadlines. The largest poster CPL can print is 44 inches x 48 inches, based on current printer and roll paper availability. Students should plan designs accordingly and reach out to CPL for additional help with poster preparation.
- ORCA does not pay to print supporting materials such as posters, programs, artist statements, etc. but your academic department might.
- Typefaces used should be an appropriate size to be visible to audiences and judges.
- Student participant(s) name(s) and project title should be clearly identifiable.
- Special requests such as a table, electrical outlet, computer, or monitor should be indicated on the registration form with as much detail as possible. Exhibits may request extra space up to a maximum area of approximately 10 feet x 10 feet.
- To ensure that presentations stay within the time limit, practice or rehearsal is encouraged.
- Poster submission instructions will be communicated at the same time as registration acceptance.

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Demonstrations/Performances

- **Note:** Demonstrations and performances will take place in Strauss Performing Arts Center Room 105. This room features a piano and technology kiosk/large projection screen, both of which will be available to students.
- Students must be stationed in Strauss Performing Arts Center Room 105 for the entire session in which they are scheduled. They will be expected to discuss their work with the audience and judges at some point during that session.
- Each student will be allotted a maximum of 20 minutes, with up to 5 minutes for a pre-demonstration or pre-performance explanation/talk, up to 10 minutes of demonstrating/performing, and up to 5 minutes for Q&A.
- The maximum area for demonstrations and performances is approximately 10 feet x 10 feet.
- If the student will be using the technology kiosk/projection screen, typefaces used should be an appropriate size to be visible to audiences and judges, and the student participant(s) name(s) and project title should be clearly identifiable.
- Special requests such as a table or electrical outlet should be indicated on the registration form with as much detail as possible.
- To ensure that demonstrations/performances stay within the time and space limits, practice or rehearsal is encouraged.
- If your demonstration or performance involves staging or props, after acceptance into the Fair, please contact Kim Balkovec (kbalkovec@unomaha.edu) or Sophia Potter (spotter@unomaha.edu) to discuss arrangements.

Judging

- Each presentation will be evaluated by judges from the metropolitan community, including business and non-profit professionals, UNO alumni, and other friends of UNO. They **will not** be specialists in an assigned discipline.
- Presentations and abstracts should be prepared for an educated lay audience.
- Judges and other audience members will engage with you on the content of your presentation. Please be prepared to answer questions and provide more details beyond what is provided in your presentation.
- Though you may provide a 1-page handout to accompany your presentation, the judges are not required to review these handouts.
- To aid in preparation, please review this sample **Evaluation Form**.
- Keep in mind that the Fair is a **showcase** of student scholarly activity at UNO. Not all meritorious projects will receive an award.

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Day of the Fair and Awards

- The 15th Annual Student Research and Creative Activity Fair will take place on **Friday, March 24, 2023**.
 - **Oral presentations, Exhibits and Poster Presentations will take place in the Milo Bail Student Center.**
 - **Demonstrations and Performances will take place in the Strauss Performing Arts Center in Room 105.**
- Concurrent presentation sessions will take place from 9 a.m. until 3:45 p.m.
- Upon arrival, you must check-in at the registration table in the Milo Bail Student Center Ballroom on the second floor. There you will receive your name tag and directions to your presentation area.
- Lunch will be provided for all participants and their faculty advisors from 11:45 a.m.-12:45 p.m.
- The standard for dress is business casual. Keep in mind that you will be making a professional presentation. Blue jeans, flip flops, athletic wear, or other inappropriate clothing choices are discouraged.
- Feel free to invite family, friends, classmates, and other guests. All are welcome and encouraged to attend.
- A link to the preliminary schedule for the day will be emailed after all registrations are confirmed.
- The award ceremony will take place after all presentations have been delivered, at approximately 4 pm.
- Good luck!

Questions or special needs accommodation? Contact the Office of Research and Creative Activity at 402-554-2286, or by email at unoorca@unomaha.edu.