

Southeast Student Research Conference Signature Form

Both the contact student and the faculty sponsor MUST check off and sign this sheet. This sheet must be submitted to Dr. Scott Brandhorst Scully 427-B, by April 9, 2018 at 3:30 p.m.

1. Contact Student—check off the following:

- I attest that the work submitted represents whole or substantial contribution by the student(s) listed.
- I attest that the paper/ poster to be presented was written primarily by the student(s) listed.
- I have consulted with any other student presenter(s) about their possible presentation times, and we agree with the times I have listed.
- I have consulted with my faculty sponsor about possible presentation times and we agree with the times I have listed.
- I agree to present my work if it is accepted.
- I have spell-checked my online submission.
- My abstract is 120 words long.
- I understand that I am expected to stay for the entire session during which I present (usually the length of one class period). A session usually has 3-4 presenters.
- I understand that I must arrive at my presentation room at least 5 or 10 minutes before my session hour begins.
- I understand that my session hour is the 50 or 75 minute time slot corresponding to class periods, during which I will present for 15 minutes.
- I understand that I should dress in business or casual business attire.

Signature of contact student: _____ Phone: _____

Print Name: _____ Major: _____

2. Faculty Sponsor—check off the following:

- I attest that the paper described above represents whole or substantial contribution by the student(s).
- I attest that the paper/ poster to be presented was written primarily by the student(s).
- I have consulted with the student presenter(s) about their possible presentation times and concur with them.
- I attest that the work represents A or B grade-level work.
- PAPER: I attest that work submitted as a paper presentation will include an oral presentation that will last no less than 11 minutes, and no more than 13 minutes, leaving 2-4 minutes for questions at the end.
- POSTER: I attest that work submitted as a poster presentation will include an oral presentation not to exceed 5 minutes.
- I attest that the work balances professionalism for my discipline with presentation to a varied audience (people from different academic backgrounds who may be unfamiliar with the jargon of my discipline).
- I understand that my students must arrive at their presentation room at least 5 or 10 minutes before their session hour begins.
- I understand that my students' session hour is the 50 or 75 minute time slot corresponding to class periods, during which they will present for 15 minutes.
- I have read the Role of the Faculty Sponsor on the website.

Signature of Faculty Sponsor: _____ EXT. _____

Print Name and Title: _____ Department: _____