

SRC CHAIR INSTRUCTIONS

STUDENT RESEARCH CONFERENCE 2016

Attached is a copy of the 2016 Student Research Conference session outline. Please note the time and location of your session. Also, please make sure each judge has received copies of the attached **Judge Instruction sheet**.

The session should be conducted as if it were part of a regular professional meeting. Suggest that speakers present their talks in 12 minutes and leave 3 minutes of the scheduled time slot (15 min.) for Q&A. Chairs should ask questions after each talk if members of the audience do not. Discussion is important to the success of the conference. A **5-minute** and a **2-minute** warning sign have been included in your packet. Use these during the session to notify the student presenter **of the amount of time they have left** to present.

Do not deviate from the printed schedule. Hold the presenters firmly to their allotted presentation times. Each talk needs to begin and end exactly as noted in the schedule. This is imperative to allow people to move from session to session to hear particular presentations. If a speaker fails to appear at a scheduled time, **do not advance the schedule**. Instead, use the extra time for discussion.

Immediately after your session has ended, have the judges supply the information on the attached **Session Award Winner sheet**. Please complete the Award Winner sheet for your session and return it to your department coordinator, IMMEDIATELY FOLLOWING your session as the session winners will be announced at 1pm. Ask the judges to give their **Judge Comment** sheets to the presenter or give them to your department coordinator at the end of the session to be distributed to the students later.

Thank you for your assistance with the 2016 Student Research Conference.

Session: _____

Chair: _____



CS 3-MIN CHAIR INSTRUCTIONS

STUDENT RESEARCH CONFERENCE 2016

Attached is a copy of the 2016 Student Research Conference session outline. Please note the time and location of your session. Also, please make sure each judge has received copies of the attached **Judge Instruction** sheet.

This 3-minute presentation session should be conducted as if it were part of a regular professional meeting. Students have 3 minutes to present followed by 1 minute for set-up/take-down and discussion. Chairs should ask questions after each talk if members of the audience do not. Discussion is important to the success of the Conference. A **30-second** warning sign has been included in your packet. Use this during the session to notify the student presenter **of the amount of time they have left** to present.

Do not deviate from the printed schedule. Hold the presenters firmly to their allotted presentation times. Each talk needs to begin and end exactly as noted in the schedule. This is imperative to allow people to move from session to session to hear particular presentations. If a speaker fails to appear at a scheduled time, **do not advance the schedule**. Instead, use the extra time for discussion.

Immediately after your session, have the judges supply the information on the attached **Session Award Winner** sheet. Please complete the Award Winner sheet for your session and return it to your department coordinator IMMEDIATELY FOLLOWING your session as the session winners will be announced at 1pm. Ask the judges to give their **Judge Comment** sheets to the presenter or give them to your department coordinator at the end of the session to be distributed to the students later.

Thank you for your assistance with the 2016 Student Research Conference.

Session: _____

Chair: _____



JUDGE INSTRUCTIONS

STUDENT RESEARCH CONFERENCE 2016

Please complete a copy of the attached **Judge Comment** sheet for each speaker. These completed forms will be given to the presenters to assist them in improving their presentation skills.

Each judge should independently complete the **Rating Sheet** to rank each speaker. This completed form will assist when both judges and the session chair confer to determine the session winner.

Please meet with the other judge and/or your session chair immediately after the session and fill out the **Session Award Winner** sheet. Each session can have only one winner.

Thank you for helping with the success of the 2016 Student Research Conference. If you have any questions, please talk to your session chair or department coordinator.

Session: _____

Chair: _____

Judge: _____



RATING SHEET

STUDENT RESEARCH CONFERENCE 2016

Speaker	Rank Please rank presenters on organization, verbal presentation, visual presentation, content of research and impact of research on society.

Best Overall Presentation: _____

Session:

Chair:

Judge:



SESSION AWARD WINNER

STUDENT RESEARCH CONFERENCE 2016

Session Award Winner: _____

(Please submit to department coordinator today.)

Session: _____

Chair: _____



CS 3-MIN. AWARD WINNERS

STUDENT RESEARCH CONFERENCE 2016

Session Award Winners:

1st PLACE: _____

2nd PLACE: _____

3rd PLACE: _____

(Please submit to department coordinator today.)

Session: _____

Chair: _____



SESSION SCHEDULE

STUDENT RESEARCH CONFERENCE 2016

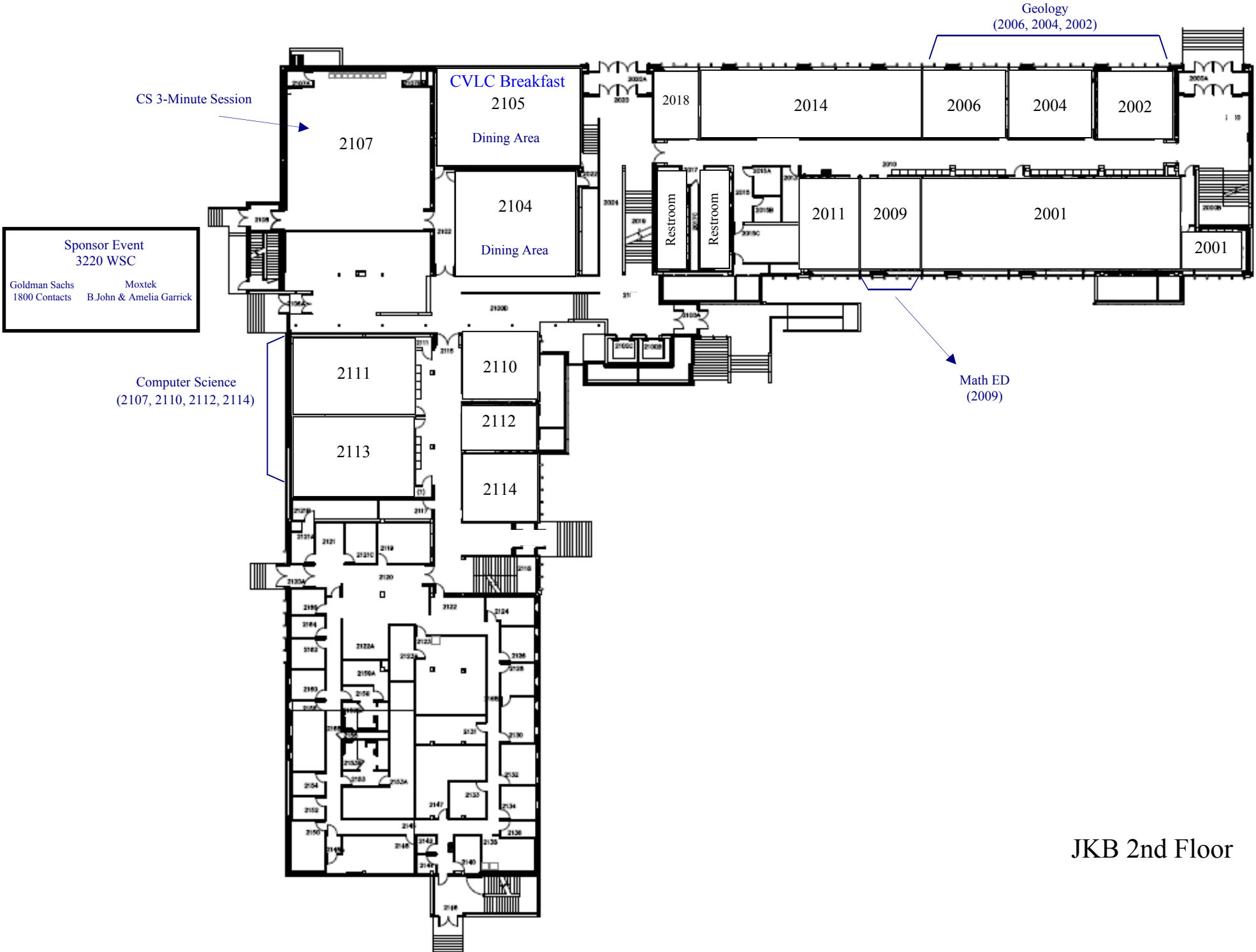
Session: _____ Room: _____

Chair:

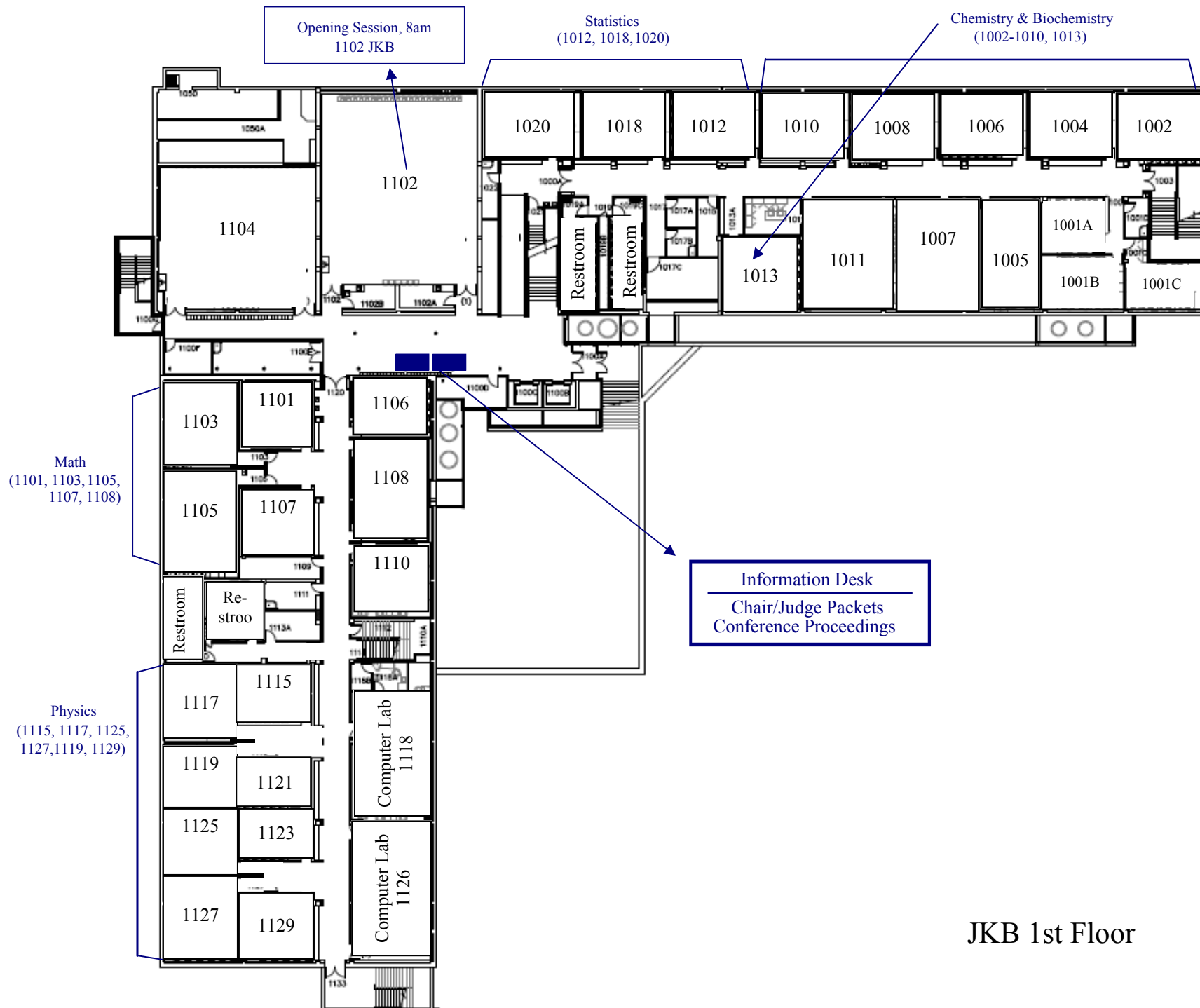
Judge:

Judge:





JKB 2nd Floor



JKB 1st Floor