

## **Frequently Asked Questions for 2016 Research Day**

### **When can students submit abstracts?**

Students can submit their abstract any time from September 26 to October 28, 2016. Students must 1) complete the online registration; 2) develop a one-page abstract; 3) and submit it in MS Word format to [researchday@usf.edu](mailto:researchday@usf.edu).

### **When is the deadline for abstract submission?**

The deadline for submission is 11:59 p.m., Eastern Standard Time on Friday, October 28, 2016.

### **Who can submit abstracts?**

Graduate students and undergraduates enrolled in the College of Engineering may submit abstracts for Engineering Research Day. We strongly encourage and welcome abstracts from college undergraduates participating in the Research Experience for Undergraduates (REU) program. Abstracts may also be submitted by College of Engineering affiliated research centers and affiliates (CUTR, NREC, CERC, CARRT, WAMI, GCHSR, etc.).

### **Can students not enrolled in the College of Engineering submit abstracts?**

Yes, any undergraduate or graduate student working on research with College of Engineering faculty as advisor or co-advisor may submit abstracts.

### **Can students exhibit more than one poster as first author?**

No, students can only exhibit one poster as the first or primary author.

### **Can students exhibit posters from an external summer research experience (NSF REU, Dept. of Energy, NOAA, NIST etc.) this past summer?**

Yes, undergraduates or graduate students may exhibit a poster from an external research experience.

### **Is there a limit on how long an abstract can be?**

Yes, abstracts cannot exceed one page (letter size paper) in length including figures or pictures. Abstracts exceeding one page in length will be automatically rejected. Students are required to follow the abstract template and format. All abstracts must be submitted in MS Word to [researchday@usf.edu](mailto:researchday@usf.edu).

### **Should the presenting author be the submitter of the abstract?**

Yes, all communications will be sent directly to the presenting author.

### **Can a student submit an abstract submitted from a previous College of Engineering Research Day?**

No, returning participants must submit an abstract that contains new research findings.

**Does submission of my abstract and registration guarantee acceptance?**

No. Submitters will be notified of their acceptance in a separate email.

**How will a student learn that their abstract submission has been received?**

First authors will receive email notification by Monday, October 31, 2016. Students must complete both the online registration and submit a one-page abstract with abstract submission.

**How will students and faculty receive notification on acceptance?**

All abstract notifications will be sent to the first author via e-mail by Monday, October 31, 2016. It is the responsibility of first authors to notify their respective faculty advisor.

**How will presenters receive notification of their poster location on Engineering Research Day?**

Presenters will receive poster location assignments at registration on Wednesday, November 2.

**What is the deadline for free poster printing?**

The early bird deadline to guarantee free poster printing is by 5 p.m. on Monday, October 24, 2016. Posters submitted after that date will be printed on a first come, first served basis. Due to the anticipated volume of printing, we cannot guarantee printing by Research Day.

**What are the requirements for free poster printing?**

Posters should be sized at no larger than 2' X 3'. Exhibitors may use the online template or their own layout or design. They must be printed on white backgrounds.

**Will posters from both graduate students and undergraduates be judged if their abstracts are accepted?**

Yes, all accepted posters from graduate students and undergraduates will be judged.

**Are travel awards available to student exhibitors?**

Yes, undergraduates and graduate students have the opportunity to win travel awards to be used ONLY for travel purposes to professional meetings. Travel award recipients must be first authors on the conference abstract or paper.

**If the first author on an abstract cannot be present during the poster presentation instead of withdrawing, can another student present the abstract in their place?**

Yes, but only if the other student is one of the co-authors listed in the author block of the abstract. In addition, the presenting author must notify Engineering Research Day by email [researchday@usf.edu](mailto:researchday@usf.edu) of the situation prior to the event. However, only one travel award may be awarded per poster.

**Can students receive travel awards if the abstract is submitted but the poster is not exhibited at Engineering Research Day?**

No, only exhibited posters are eligible for travel awards.

**What are the times for poster-setup/breakdown?**

Poster setup times are between 8:45 to 9:15 a.m. on the event day. Presenters should be removed by presenters between 12:30 to 1:00 p.m.