

## Frequently Asked Questions for 2017 Engineering Research Day

### When can students submit abstracts?

Students can submit their abstract any time from October 6 to November 9. Students must do the following

1. Complete the online registration
2. Submit the abstract in the required 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 Thursday November 9, 2017.

### 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 a 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 in the required format must be both uploaded in the registration page and submitted in MS Word to [researchday@usf.edu](mailto:researchday@usf.edu).

### Should the same abstract be submitted by each co-author?

Only **undergraduates** may co-present a poster during Research Day. Each co-author should register separately online and submit their MS Word abstract to [researchday@usf.edu](mailto:researchday@usf.edu).

### 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 should abstracts be formatted?**

Abstracts must include the name of all co-authors (full first name and last name), research advisors, department affiliations, and key words (3-5 maximum). Abstract length must be single-space, a minimum of 200 words, and cannot exceed one-page in length. Please only use the abstract template provided [here](#).

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

First authors will be notified their abstracts is under review. They must complete both the online submission and submit the one-page abstract in MS Word format to [researchday@usf.edu](mailto:researchday@usf.edu).

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

Abstract acceptances will be sent on a rolling basis to the first author via e-mail. Additionally, presenters will be notified of their acceptance in a group email on Friday, November 10, 2017. 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 on Monday, November 13.

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

The early bird deadline to guarantee free poster printing is by 5 p.m. on Monday, November 13 2017. 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 Engineering Research Day. Posters should be submitted to USF Engineering Technical Support Services – Poster Printing [here](#). They should not be submitted to [researchday@usf.edu](mailto:researchday@usf.edu).

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

Posters must be sized at no larger than 2' X 3'. Exhibitors may use the online template or their own layout or design. To qualify for free printing they must be prepared only on white backgrounds. Posters that do not have white backgrounds will not be printed.

**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 for attendance at domestic or international 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.