Expo Frequently Asked Questions

NOTE: The following information applies to the 22nd Annual Graduate and Undergraduate Student Scholarship Expo events. Information for this year’s Expo is subject to change and the Center for Teaching Excellence and Learning (CTEL) reserves the right to make any necessary changes to the program. Please direct questions to Kim Willis at kswillis@bradley.edu.

What is the purpose of the Student Scholarship Expo?
The Annual Student Scholarship Expo provides students with the unique opportunity to exhibit and share examples of their significant research and creativity with the university community. Students present work in poster presentations. All graduate and undergraduate students are encouraged to participate.

How do I find out more about the Expo? Who do I contact?
All Expo inquiries can be directed to CTEL, kswillis@bradley.edu. Details for event will be available on the Expo webpage. All participants will receive an invitation to attend an informational session, which will be held two weeks prior to the event.

Who is invited to participate?
Bradley graduate and undergraduate students in all disciplines engaged in research, creative activities, or other forms of scholarship are eligible to participate. Student Participants must be directly and substantively involved in the different aspects of the scholarly activity, particularly in the conception and execution. The activity must also have direct supervision or involvement from at least one faculty mentor. Projects still in progress are eligible. Projects with proprietary information presented in a generic form are acceptable. Students must be registered in the Fall 2013 and/or Spring 2014 semester to enter the Expo.

In what categories can I participate?
You can participate in only one of the following six categories:

- Visual, Literary, & Performing Arts
- Individuals & Societies
- Natural Sciences
- Engineering, Computer, & Mathematical Sciences
- Human Service
- Business Sciences

Interdisciplinary projects are also welcome; however, only one category that best represents your
When do all of the events take place for the Graduate and Undergraduate?

Graduate projects will be judged Wednesday April 16th. Undergraduate projects will be judged April 17th.

May I participate in more than one project at the Expo?

Yes, in fact it is common for students to be involved with more than one project at the Expo.

Who are the judges?

Judges include BU Faculty members, external professionals from local businesses, and faculty from other institutions who are recognized experts in their disciplines. A total of 3 judges have been dedicated to evaluating each project.

Why am I required to submit a project abstract?

The project abstracts will be printed in the Expo Abstract booklet and posted on the web. Abstracts should be limited to 250 words and include all student collaborators, faculty mentors, and the project title. The Expo Abstract booklet will list abstracts alphabetically by the Student Principal Contact Name listed on the registration form.

What format do I present my work?

The Expo showcases poster presentations. For template examples, please click on the Expo tab on our website, then “poster template”.

When and where will the Expo Judging take place?

Judging and evaluation of individual projects is optional; however, non-judged participants are not eligible to receive awards. Project awards will be evaluated in six Areas of Knowledge. Participants will be assigned three judges and a time slot. You will present your project orally to all three judges at the same time. Your oral presentation should be no longer than 10 minutes, with 2 minutes for judge Q&A. You may leave the judging session once your project has been evaluated.

How do I prepare for judging?

To prepare, please arrive at the designated time and location on the schedule to set up your poster. During this time, you will check in at the registration table and receive your display materials including an easel, a 4’x 6’ black foam board, and clear thumb tacks. Once you have set up your poster, no other participation is necessary until your assigned evaluation time, which will be announced on the CTEL website one week prior to the event.
On the day and time of your assigned evaluation, please arrive at least **10 minutes early**. A group of three judges will visit with you during your judging session. Be prepared to discuss your project for 10 minutes, including enough time for judge Q&A. You may leave once your project has been evaluated.

**What should I expect on the day of the Public Poster Viewing Session at the Expo?**
The public poster viewing will be held on Thursday afternoon from 2:00PM – 5:00PM. Please arrive at least **10 minutes early** to ensure your presentation materials are in order. If you are part of a group project and not all participants are available to attend, please ensure that at least one team member or the faculty mentor attends. This is an opportunity for you to share and discuss your work with the Bradley Community and the general public. Light refreshments will be available during the public poster viewing session.

**What should I wear to the Expo?**
Presenters should wear clothing appropriate for a professional business environment. (Preferably no jeans).

**When is the award ceremony?**
The Award Ceremony will be held at 6:00PM on Thursday, April 17th, recognizing Undergraduate and Graduate award winners in each of the 6 Areas of Knowledge. Please request that your faculty mentor(s) attend both the public poster viewing and the awards ceremony. Please note that all project award winners are strongly encouraged to attend the Award Ceremony.

**How many awards will be provided?**
Projects will be judged in one of six Areas of Knowledge. Awards include five Dean’s Awards ($250/project), a Provost’s Award ($500/project), a President’s Award ($1,000/project), and Honorable Mention Awards in each of the six Areas of Knowledge.

Award winners will be recognized at the Award Ceremony that will be held at 6:00PM on Thursday, April 17th in the Renaissance Coliseum.

**When are award winners announced?**
An Award Ceremony will be held at 6:00PM on Thursday, April 17th, recognizing both Undergraduate and Graduate award winners in each of the 6 Areas of Knowledge. Please request that your faculty mentor(s) attend both the public poster viewing and the awards ceremony.

**What is the checkout process?**
At the conclusion of the public poster viewing session, please disassemble your poster stand by removing all tacks and materials from the foam board. Easels should be folded up and returned to the
check-out table, along with the tacks and foam board. There will be designated areas for each item. **After returning your project display items, you will receive your Expo participant items. Any materials left after 8:00PM will be discarded.**

How will my work be publicized?
A description of your work, including your name, the title of your presentation, your academic unit, faculty mentor, and abstract will be published in the Expo Abstract booklet, which will be made available to presenters and attendees. A post-event publication will also be available that will include photos and videos.

Will I receive academic credit or other recognition by exhibiting during the Expo?
Some of the academic units are requiring students to exhibit at the Expo as part of their programs of study. All participants in the Expo will receive an official and personalized Certificate of Participation and an Expo Abstract booklet. Student participants can include their presentations on resumes and graduate school applications. Whether you are an award winner or not, participation in the Expo is a distinguished academic activity that will help you prepare for a professional career or graduate school.

What are the requirements for entering a poster?
All projects are required to be presented in poster format. Participants must complete the registration form and submit an abstract by the deadline. A 4’x6’ black foam board, easel, and thumbtacks will be provided during poster set-up. Please plan to be present at your poster during your assigned judging session. In addition, all participants are strongly encouraged to be present at posters between 3:00PM and 5:00PM on Thursday afternoon during the public poster viewing session. **Abstracts and registration are due March 31st by 5pm.**

I have to attend class during the time the Expo is underway. Does that mean I am automatically disqualified from participating or winning an award?
No, if you are unable to attend the judging session and/or the public poster viewing, please ensure that your faculty mentor(s) or a member from your project team is available (if applicable) to answer questions during your assigned evaluation session and also from 3:00PM-5:00PM on Thursday.

Where do I get more information about the Student Scholarship Expo?
To find out more about the Expo, visit our links throughout this web site. You may also contact Kim Willis (Center for Teaching Excellence and Learning) at kswillis@bradley.edu.