Citizens Board Research and Creativity Forum 2007
Rules and Guidelines for Participants

Thank you for participating in this year’s Research and Creativity Forum. This handout will provide you with some of the basic guidelines for set up, take down, dress, judging criteria and rules for participation.

Presentation Set up & Take down

- Please arrive between 7:30 am -9:30 am day of the event, Wednesday April 18th to set up your projects. Art projects and presentations will be the only entries allowed in the lower lounge; all others will be placed in the Flamingo Ballrooms, upstairs in the University Center. You must check in at the University Center Lower Lounge to receive your nametag and the location of your tack board.
- Opening ceremonies will take place at 9:45 am outside on the University Center Patio. Please give yourself enough time to set up your project and attend opening ceremonies.
- The actual judging will take place between 10:00 am -3:00 pm with judging in 20 minute increments. You will receive an email of the judging matrix later this week; find your name and you’ll be able to see at what times your presentation will be judged.
- When the forum concludes, you will have from 3:00 pm-4:30 pm to take down your projects (same day) and collect your items. Any projects not collected at this time will be taken over to the Graduate School Main Office and stored for one week after the event. After this time, unclaimed projects will be thrown away. The Graduate school is not responsible for lost projects.

Poster Guidelines

- Tack boards measure 4 feet high by 6 feet wide. Please bring an appropriate amount of paper and items to cover this space. Please try not to create a tri-fold. (Staples will not be provided)
- The title of the abstract and authors’ names should be at the top in lettering at least one inch high. Figures, legends, tables and text should be readable from a distance of three feet. Major results and conclusions should be stated succinctly and clearly.
- Please bring your own scissors, staples or any other adhering materials. Supplies are not provided and are the responsibility of the participant. (Except Pushpins and tape which will be provided)
- Please prepare an oral presentation of your work as judges, guests and other students will be asking questions about your project.
- It is acceptable for your research to be considered “on going” and you will not be penalized for this. If your results are different from what you submitted in your abstract, this is perfectly alright.
Judges and Judging Criteria

- Judges may be faculty members, experts in the field, alumni, researchers, and/or administrators. Be prepared to explain the significance of your work to both laymen and experts.
- Judging criteria includes presentation style, significance, originality, methodology, presentation quality, and oral presentation. The sum of the presentation scores will determine winners within several categories. You must be present to be judged, as it will be an added criteria on the judges sheet.
- Judges will be given a copy of your abstract to review.
- Winners in each category/discipline will be announced and awarded the same day of the event. The Awards Reception will take place at 5:00 pm at the Lowe Art Museum, Wednesday April 18th.
- You are not required to be present at the Forum all day. You must be present during your judging times or else you will be disqualified.
- If for any reason, a judge does not come at his/her scheduled time, please let a member of the Research and Creativity board know immediately.
- President’s 100 volunteers will be there to be of any assistance during the program. They will be guides for the judges and help with traffic during the event.
- A photographer will be present to take pictures of all participants at their station. Pictures will be featured in a variety of University publications.

If you have any additional questions or have special needs for the event, please contact Felipe Duran at fduran@miami.edu or Lexi Baldisseri at lexi@miami.edu prior to the event. Thank you and we look forward to this year’s Forum!