

KSU Day 2019

The purpose of this document is to provide useful information concerning the expectations, guidelines, and deadlines for student poster presenters at KSU R Day 2019. Be sure to read ALL instructions before beginning to develop your R Day poster.

General Information

1. KSU R Day 2019 will be Friday, **November 22, 2019** from **8:30am to 12:15pm** at **KSU Center**. Student poster presenters must arrive **no later than 7:10am** to prepare.
2. The poster judging begins between **7:25 and 7:30am**. Students who are not in place and set up when the judges come by will not be eligible to win the poster competition prize. *Note: Only currently enrolled KSU students are eligible to win prizes for their posters. Non-KSU students and current KSU faculty members are not eligible for financial prizes.*
3. All students who are planning to present must email Professor Frankel (mfranke1@kennesaw.edu) to let him know you are presenting. Please do this ASAP, but no later than by **Friday, November 1st**. Let him know if you are presenting alone, as a pair, or as a group of 3. Include the names of all group members if you are presenting as a pair or trio.
4. A digital copy of your poster must be submitted to Professor Frankel on **Friday, November 15, 2019 by 5pm**. Posters will be sent to judges for prejudging. If your poster cannot be shared due to privacy issues with the data or content, you should email Professor Frankel to let him know before this date/time.
5. Register for R Day on the R Day website: <http://ccpe.kennesaw.edu/rday/registration/> In your registration, indicate that you are planning to present and include information for business cards (name as you want it to appear, program affiliation, and *professional* e-mail address.)
6. Obtain more information about R Day at the R Day website at: <http://ccpe.kennesaw.edu/rday/>
7. Everyone is invited to R Day as a guest! Invite your friends, classmates, professors, instructors, employers, etc. Please instruct everyone you invite to complete the online registration form at (please complete the form yourself, as well): <http://ccpe.kennesaw.edu/rday/registration/>
8. If you have questions about R Day, contact Dr. Ferguson at afergu10@kennesaw.edu. If you have specific questions about poster presentations, please contact Professor Frankel at mfranke1@kennesaw.edu.

Student Poster Presentation Information

1. Contact Professor Frankel as soon as possible to let him know of your intention to present. Let him know with your final decision no later than **November 15, 2019**.
2. Email Professor Frankel the title of your poster by 5pm on **Friday, November 1, 2019**.

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3. R Day student poster presenters are expected to be in attendance by **7:10am** the day of the event for adequate time in setting up posters, etc.
4. Student poster presenters are expected to wear appropriate attire: Business casual is an absolute minimum with business formal (suit) wear encouraged.
5. The official time for poster presentations to the public will be from 8:30am to 9:55am, *however poster judging will be from 7:20 - 9:55am*. You must be present when judging begins to be eligible to win the poster competition.
6. Rules for your posters:
 - a. **You MUST use one of the three KSU R Day poster templates provided with this packet.** If you need the template, please e-mail Dr. Ferguson or Professor Frankel.
 - b. You MUST have your poster printed as one continuous poster (no cut and paste).
 - c. Your poster must have the proper dimensions (**48" W x 36" H**) to ensure uniformity of all posters. (The approved poster template should have the proper dimensions.)
 - d. **You MUST use appropriate logos for R and the Department of Statistics and Analytical Sciences.** (These are in the template provided.)
 - e. Make sure the names of your faculty advisors are on your poster.
 - f. Make sure your name and your partners' names (if applicable) are on the poster.
 - g. Make sure the title of your project is on your poster.
7. You MUST bring your poster attached to a trifold board. *Many students recommend using two-sided tape, but you may also use glue, binder clips, or other form of attachment.*
8. You should have your poster printed by KSU's Bagwell College of Education TRAC. (You will have to pay for this service.) You will need to coordinate with TRAC about having your poster printed. TRAC hours are posted on their website:
<http://bagwell.kennesaw.edu/centers/trac/trac-hours/>.

Undergraduate students may submit posters to the Office of Undergraduate Research for **free printing** if the posters are submitted no later than **November 14, 2019** if the following rules are followed:

- a. Submit finalized posters for printing no later than **November 14, 2019**.
- b. All posters submitted must be designed in Microsoft Powerpoint using ONE of the approved poster templates in this packet. (Therefore, you must design your poster entirely in Microsoft Powerpoint).
- c. The background of the poster (behind graphics/text) MUST be white.
- d. OUR will NOT reprint posters due to any mistakes, formatting or print quality.
- e. Upload finished posters to the website:
<https://research.kennesaw.edu/our/students/poster-form.php>

See the OUR webpage for the full set of rules and guidelines:

<https://research.kennesaw.edu/our/students/undergraduate-research-poster-printing.php>

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9. All analyses should be performed in R (this is a mini-conference about R!), unless your purpose is a comparison of software packages.
10. All tables should result from analyses performed in R, however, can be formatted using MS EXCEL (or equivalent). All tables should appear in your poster at the “presentation-quality” level. Minimize abbreviations and provide a descriptive title for each table.
11. All graphics should be generated using R (this is a mini-conference about R and people can tell when your graphics are not R graphics). Make sure you use high resolution graphics to avoid grainy graphics.

Creating Your Poster

1. Scientific research posters are often created in the Microsoft Powerpoint software. Furthermore, for free printing, CETL requires your poster to be submitted as a MS Powerpoint electronic file. MS Powerpoint is available on KSU campus and is in general widespread use.
2. You MUST use one of the approved R Day poster templates and therefore design your poster entirely in Microsoft Powerpoint. Please DO NOT make changes to the size of the template: the size is appropriate for your poster as is (i.e., 48" W x 36" H).
3. IMPORTANT: DO NOT confuse your poster with a slide show. ALL of your content should be displayed on ONE giant Powerpoint slide (see the examples if you are unsure about this).
4. After choosing a template, rename your file with the last names of your team members with the point of contact person listed first. (If you are working individually, then you are the corresponding member by default). For example, my file would be named: Ferguson.pptx.
5. Next, you will most likely add content (i.e., text, tables, and graphs) by using the existing text boxes or inserting either text boxes or objects (e.g., tables and/or graphs, pictures, etc.) in your file. There are already sections and text boxes in the templates, HOWEVER, feel free to resize the text boxes or delete/add these as needed. In other words, customize the poster space for your project and analysis results (WITHOUT altering the overall size of the poster template). For example, you may need more room in the Results section and less in the Conclusions or R Code sections. Feel free to resize these to fit your presentation needs.

If you are unsure about how to do this, watch this video (Be aware: Our templates are not this fancy, but this will show you how to insert content in your poster. Watch closely beginning around 3:00 minutes into the video).

<http://www.youtube.com/watch?v=TyZSOTdZGUc&feature=related>

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6. Make sure your poster is legible!! Make sure all graphics are clear and legible!
7. Check spelling and grammar on poster.
8. Correct Department of Statistics and Analytical Sciences logo and R logo.
9. Be sure to include the following components/sections in your poster.
 - a. Informative Title
 - b. By line (**your name** and department affiliation)
 - c. Faculty mentor's name
 - d. Abstract

Remember: In the abstract, be sure to start with a statement that clearly states the purpose of your project. Then provide 1 sentence explaining the importance of this purpose/your work. Next, provide 1 to 2 sentences describing your methods and, subsequently, 2 to 3 sentences briefly describing your results and conclusions.

e. Introduction

Start with your statement of purpose again (it is OK to repeat this even though it was just in the abstract). Next, stretch out and explain the importance of your work in 1 to 3 sentences. If available, comment on existing work that has been done in this area (how have others approached this situation?).

f. Methods

Often times methods sections discuss how the data were collected. You can do this if it is appropriate, but for most of you, someone else collected the data. If that is the case, then you can: 1) describe how someone else collected the data and/or why/when it was collected and/or 2) describe how you accessed the data (i.e., where can the data be found?). It is very important to describe the sample using appropriate descriptive statistics.

Also, it is important to describe the statistical methods and analysis tools you used in your project. Explain why these were chosen. It is OK to mention alternate methods that may have been appropriate. If you do, then justify your choice in methods that you used.

It is OK (and often encouraged) to show a subset of the data so the audience can understand the format of the information you analyzed. If possible, include a small table with the first five to six rows of the data (this may not be practical for data sets with a high column dimensionality (i.e., a lot of variables...)).

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g. Results

Obviously, this is a very important section. Be sure to:

- 1) Provide explicit evidence for each objective of your analysis (if you have multiple objectives).
- 2) Provide your results in 1 to 3 tables.
- 3) Also provide your results in 2 to 4 graphs.
- 4) Introduce and explain each table and graph in the text section of your results section.
- 5) Use appropriate statistical notation everywhere. Avoid all other abbreviations!
- 6) Clearly label all tables and graphs with an informative title (No abbreviations!).
- 7) Clearly label all axes and graph components (e.g., different lines, different colored bars, etc.) (No abbreviations!).

h. Conclusions

- 1) Re-state your purpose.
- 2) Summarize your results in 1 to 3 sentences.
- 3) Provide 1 sentence stating why your results are important.
- 4) Present the limitations of your analysis in 1 to 2 sentences.
- 5) Present recommendations for further research in 1 to 2 sentences.

i. Appendix: R Code

While not usually a major component of applied research presentations, your actual R code is appropriate here because this is a software-centric event. Please include it and be prepared to discuss it intelligently with your audience. **Make sure the code is readable ... it's better to include a portion of the code than the entire code.**

Poster Presentation Tips

1. Always start by greeting the person(s) and introducing yourself.
2. Ask the person, "Can I tell you a little bit about my project?" If so, then:
3. Next, in your own words (DO NOT read from your poster), tell the audience what the purpose of your project was AND why it is important.
4. Proceed by explaining your methods and results. Use your tables and graphs wisely here. Explain to your audience why the information in your tables and graphs is important to your project. Remember: your audience may not be statistically sophisticated: You may need to explain how your graphics work (e.g., how a histogram captures the shape of the distribution of a random variable, etc.).

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5. Next, tell the audience your conclusions.
6. Ask for questions and/or their thoughts.

Required Additional Extras for Poster Presentation

1. We will print personal business cards for you to pass out at the event. Make sure you specify your name (as you want it to appear) and professional e-mail address on your R Day website registration. If you did not do this at the time of registration, **email Professor Frankel (mfranke1@kennesaw.edu) with the information.**
2. All students are required to bring at least 20 copies of their resume.
3. All students are required to bring at least 20 printed copies of their R Day poster to hand out with their business cards and resumes. (Note: you will need to click "Scale to fit paper" in the print window to make sure your poster prints on an 8x11 sheet of paper.)
4. **Bring your poster attached to a tri-fold board.** (Tri-fold boards are available at the bookstore, Wal-Mart, and office supply stores.)

Poster Presentation Assessment

1. Student posters will be rated by external judges.
2. Ratings will span the following domains or dimensions of your poster presentation: a) Addressing the Problem, b) Delivery of the Concept, c) Overall Presentation, d) Analytic Creativity, e) Professionalism, f) Appropriate Level of Analysis based on degree program.

Poster Presentation Prizes

There will be cash awards for the top three posters by program level unless there are too few presenters. In the case that there are less than 10 posters for a program level, only the first place poster will be awarded a prize. The structure and amount of the awards are dependent on funding and subject to change. *Students must be currently enrolled in a degree program at KSU to be eligible to win cash prizes. KSU faculty members, non-degree seeking students may present and place, but they are not eligible to win cash prizes. In special cases, students from other universities may present their posters and compete in the competition, but they are not eligible to receive a cash prize.*