Faculty, staff, and students are invited to share their research and other scholarly work at the Annual Poster Session, **Thursday, April 18, 2024, from 10:30 a.m. to 1:30 p.m.** in the MSU *Gordon B. Olson Library - main floor commons*. In addition to the poster presentation, a collection of abstracts will be published online. A presenter must be on hand for at least one hour during the poster session.

Eligibility - Abstract submissions are open to *all current faculty and students*. Faculty who received a recent (2023-2024) Small Grants award are required to participate.

Acceptance Announcement - The Faculty Research Committee will review the applications and acceptance will be announced no later than **March 31, 2024.**

Poster Details - Professional posters are required; copies of manuscripts tacked to the board are not acceptable. Presenters may contact MSU's Design & Print Services for poster printing. *MSU's Design & Print Services is not able to assist with poster design, only printing.* It is suggested that posters be created in PowerPoint and saved as a PDF before submission for printing. **The deadline to submit posters for printing to MSU's Design & Print Services is Thursday, April 11 at 8am.** Posters must be no larger than 36" wide x 70" high. *Posters are displayed in portrait/vertical orientation only. Space is not available to display posters wider than 36 inches*. Poster templates may be downloaded **here**. Do not charge printing costs or materials to the Office of Sponsored Programs or VPAA office.

Poster Content Guidelines - Participants are encouraged to use the following guidelines when developing poster content.

- Introduction/Background: Clearly state purpose and research questions or goals and objectives of the project. Provide sufficient supporting background information for the project.
- Project Design/Methodology: Describe the project participants, design/methodology, activities/procedures, and analyses/evaluation of the project clearly and concisely.
- Results/Findings: Share substantial results generated based on the data collected. Results shared should address all research questions/goals and objectives.
- Contribution/Significance: Share how the project made a unique contribution to the knowledge base of the discipline.
- Discussion/ Conclusion: Discuss the results/findings or outcomes. Share conclusions sufficiently supported by the project data.
- References: Include a condensed list of properly cited key references.

- Visual Presentation: Ensure the information is grammatical and spelling error free. Use easy-to-read font style, size, and color. Use visual aids (e.g., tables, figures) to assist understanding of the study. Information should be organized in a good flow to increase understanding.

Honorarium - One *$75 honorarium* is available for *each accepted poster presentation* to assist with supply and poster printing expenses. You will be contacted via email following the Poster Session to complete the necessary honorarium paperwork.

Application - To apply to participate in the 2024 Annual Poster Session and have the submitted abstract included in the online abstract publication, submit the following required items as one Microsoft Word document, via the Microsoft Form here, or https://forms.office.com/r/sCjs5N5ziz, by **Monday, March 18, at 11:59pm**.

- Cover Page
  1. Title of project
  2. Name of researcher(s), including faculty or staff sponsor
  3. Academic department/division affiliation
  4. Name and address of individual to receive the $75
- Abstract
  1. 250-word limit (not including title, authors, affiliations, support)
  2. Body should include purpose, brief methods, summary of results and conclusions. *No tables or figures, please.*
  3. List support, if applicable, on a separate line.
- Formatting Requirements
  All information (cover page and abstract) should follow these formatting requirements:
  1. *Microsoft Word* format only (.doc/.docx)
  2. Left, right, top, and bottom margins at 1 inch
  3. Single spacing; Font - Times New Roman, 12 point

The collection of submitted and accepted abstracts will be published online and available via the MSU Office of Sponsored Programs webpage.

This event is sponsored by the Faculty Research Committee. Questions should be addressed to its Co-Chairs or the Office of Sponsored Programs.