

THE GRADUATE SCHOOL'S 2010 SCHOLARLY FORUM

March 9 & 10, Memorial Union

Submission Guidelines

Please read the following guidelines carefully.

Time limits for oral presentations will be 15 minutes with 5 minutes for Q&A.

SUBMISSION DEADLINE: FRIDAY FEBRUARY 5, 2010

Abstracts

- If you will be giving an oral presentation or presenting a poster, you must submit your abstract within the form. These should be submitted electronically to susancarاهر@mail.und.edu
- **All abstracts will be printed in the 2010 Scholarly Forum Booklet as they are submitted.** Therefore it is very important that your abstract be proof read, spelling corrected and all acknowledgements made *before* it is submitted. The Graduate School takes no responsibility for typographical errors.
- Your abstract should contain a clear statement of the purpose of your work, together with sufficient methodology and results to enable readers to understand the purpose and significance of your project.
- Please pay particular attention to the word limit for your abstract. It should not exceed 400 words.

Oral Presentations

- Oral Presentations will be on Tuesday 9th and Wednesday 10th from 9:00am – 4:40pm. If there is a time that you will NOT be available to give your presentation, please make a note of this on your submission form.
- You will be notified by Monday 22nd February of your presentation time and location.
- If you are using a PowerPoint Presentation you must bring it on a Flash Drive. We will have a laptop available in the room. Please advise us if you have other technical requirements.
- If you would like to arrange a panel session for your department or group please contact Susan Carاهر at 701-777-2524.

Posters & Art Exhibits

- The Memorial Union's Ballroom will be available for poster and art exhibit set up on Tuesday 9th March from 9:00am – 12:00pm. The Ballroom will then be open for viewing by the campus community. The Graduate School will provide the poster boards, map pins and tape.
- Poster boards are 60in x 40in.
- A helpful hint! Posters that are laminated are typically more difficult to attach to the poster boards since they are heavier. Posters that are laminated are held with tape. Others are put up with pins. Both Sign & Design in the Memorial Union and Duplicating Services on Campus Road have large format printers. There may also be other printing options off campus.
- The Poster Session & Art Exhibit will be held on Wednesday 10th March from 2:00pm – 4:00pm for Question & Answers. At least one representative from the poster presentation is expected to be available during this time to discuss their project with interested viewers. Group presentations are also welcome. The Poster Session is usually a busy one, so it is important to have your work represented.
- The tear-down will follow the poster session at 4:00pm. Any posters that are not removed will be thrown away, so please make sure you take it with you!!