2024 Forward Thinking Research Symposium Guidelines

Each year, the Office of Research and Sponsored Programs (ORSP) showcases the exciting research being done at Marquette. In celebrating research across campus, the Forward Thinking Research Symposium provides opportunities to learn more about work being done in other disciplines and fosters professional skills for students. Unlike traditional conferences, where researchers convey results of work already completed, these presentations focus on **projects that will take place in the next 6–12 months**.

Highlights for 2024

This year's Forward Thinking event will be held on Tuesday, December 3rd. It will again center on brief oral presentations of research projects. Here are some highlights of this year's event:

- **Researchers will make five-minute oral presentations — "elevator pitches" — of the work they want to do. Presentations must be accompanied by the three template PowerPoint slides that will be provided.**

- **Presenters will need to be available Tuesday, December 3rd from 1:00 – 3:00 p.m.**

- **This will be an in-person event, to promote further discussion and collaboration.**

- **Presentations should emphasize: <u>WHY</u> this work and your project is important (the purpose), <u>HOW</u> you're going to do the work in the next 6-12 months (the process), and <u>WHAT</u> you want to achieve (the results).**

- **Student researchers on the project must do the oral presentation, to help further their presentation skills and articulation of the work in a quick and digestible format.**

- **Presentations should be prepared with the intent to promote interest in funding for the future work they intend to do. Content should be prepared like a grant proposal.**

- **Marquette's MIC Speakers Lab can help students and faculty develop, organize, edit, practice, and polish the presentation. Visit The MIC webpage for more information.**

- **This year, awards are being offered by ORSP, the Institute for Women's Leadership (gender focused projects), the Latinx Research Community (projects that aim to better understand Latinx populations and/or issues), and the Center for Data, Ethics, and Society (projects addressing the social/ethical dimensions of data). Presentations will be evaluated by those in attendance and the top four will be offered a $500 award.**

- **Posters are not required but may be set up in the AMU reception area to allow for further discussion after the oral presentations.**

- **To promote Marquette's tradition of sponsoring academic centers, institutes, and initiatives, several of them will have tables set up in the reception area to share more about their missions and programming.**

Pitching Your Project

The primary goal of the event is to celebrate and encourage research on the Marquette University campus. The projects being presented should focus on work that will take place within the next 6-12 months. Presenters might have preliminary results, or they might not. A project being presented may be the next logical step in a well-established research program or it may explore an entirely new path.

The oral presentations should be considered a project pitch or elevator pitch — not a full, in-depth view of project plans and/or methodology. Applicants will be expected to "sell" their innovative ideas and future possibilities in a five-minute talk, accompanied by up to three PowerPoint slides. Being able to clearly articulate the significance and impact of your work in a short presentation is an important skill to develop, especially when seeking funding or communicating with various stakeholders. The opportunity to hone this skill is valuable.

We encourage the submission of projects from across the University, with the following objectives:
- Showcase prospective faculty or student-led research projects and the ways in which faculty and students work together
- Provide opportunities for researchers to learn more about peers in other disciplines and encourage interdisciplinary partnerships
- Foster research and professional skills for undergraduate and graduate students
- Disseminate research succinctly and visually to others
- Promote MU resources available to support research efforts, including funding opportunity information and MU centers, institutes, and initiatives

For support in creating your presentation, Marquette's MIC Speakers Lab can help students and faculty develop, organize, edit, practice, and polish the presentation. Visit The MIC webpage for more information. You can click the blue "Make an Appointment" button on the right to schedule an appointment.

Additionally, the following websites provide some ideas on pitching your project:
- Association for the Sciences of Limnology and Oceanography
- Notre Dame

Timeline
- Letter of Intent to Participate Form submission deadline – October 11, 2024
- PowerPoint Slide submission deadline – November 18, 2024
- Day of Event – December 3, 2024
  - 12:00 – 12:45 Set up poster (if applicable)
  - 1:00 – 1:10 Welcome and Introduction
  - 1:15 – 2:45 Oral Presentations
  - 3:00 – 4:00 Reception and Poster Presentations
- Notification of the award winners – First week of December

Eligibility
- All Marquette University faculty members and students are welcome to participate. **Presenters will need to be available Tuesday, December 3rd from 1:00 – 3:00 p.m.**

- **A team of at least one faculty member AND one student** (undergraduate or graduate) must be involved in the planning, advising, presentation or execution of the project.

- Students can make only one presentation, though their names could be associated with other projects. Ideally, the lead student on the project should make the oral presentation. Each project is limited to one presentation.

- The projects must be "forward-looking" – they must describe a project that **will take place within the next 6-12 months**. Although you may present preliminary results, you do not need to do so in order to participate.

- Presenters must submit an Intent to Participate form. To submit this online form, please see the **Submitting a Letter of Intent** section below.

Important Note on Proprietary and Confidential Information
As this is an open event, the University is taking no special measures to safeguard the confidentiality of materials being presented. If your project involves confidential or proprietary materials, including those provided by third parties (e.g., the subject of a Material Transfer Agreement) or if your project involves patentable subject matter, contact Sherri Kirsch in ORSP (sherri.kirsch@marquette.edu or x8-5329) to ensure that your presentation does not result in public disclosure.

Submitting a Letter of Intent
The Forward Thinking Research Symposium website has a link to the Letter of Intent to Participate form for the Forward Thinking Research Symposium. You will need to fill out this form with your project title and the names and email addresses of the lead MU faculty and students involved. You will also need to indicate if you plan to display a poster at the event, to supplement your oral presentation.

Deadline for submitting a Letter of Intent is 4:00 pm on Friday, October 11th, 2024, and is required for participation in the event.

Submitting Presentation Slides

Presentation Slide Requirements
Presentations are limited to the three-slide template provided by ORSP. We encourage you to be creative with your slides and the way you present your research. Presentations should emphasize:
1. WHY this work and your project is important (the purpose),
2. HOW you're going to do the work in the next 6-12 months (the process), and
3. WHAT you want to achieve (the results).

You will need to be able to relay your research succinctly and visually to others. Text should be readable and visual elements (bullet-type charts, figures, tables, equations, etc.) should be used to indicate and highlight important technical content.

After October 11th, the Forward Thinking Research Symposium website will have a link to submit your slide presentation for the Forward Thinking Research Symposium. This online form will request the following:
- Names, titles, departments and emails of each faculty member involved
- Names and emails of each student involved in the project
- Project title
- Project Abstract, consisting of 2-3 sentences summarizing your project
- Four keywords that describe your project
- Area to upload your PowerPoint poster presentation
- Indication if there will be a supplemental poster displayed at the event.

Deadline for project submission is 4:00pm on Monday, November 18th, 2024.

Oral Presentations

- Oral presentations will take place from 1:15pm – 2:45pm on Tuesday, December 3rd.
- Each presenter will have 5 minutes for their presentation.
- Presentations will take place in the AMU Ballrooms.
- A host will be in each room to start and help with transitions.
- Students must do the presentation.
- Presenters should be available for questions AFTER the presentation, in the reception area.

Posters (Optional)

Traditional posters are **not** required for the 2024 Forward Thinking Research Symposium but may be set up in the reception area. They will be available to attendees before the project pitches and during the reception after the talks. If you'd like to set up a poster at the event, you will need to note this on the LOI submission.

Each poster will be attached to a 30" by 40" area (posters may be oriented in either direction—e.g., 30" x 40" or 40" x 30").

You can set up your posters the day of the event between 12:00 and 12:45 p.m., right before the oral presentations begin. Poster materials need to be thumb tacked to foam boards or other display surfaces; ORSP will provide thumb tacks and display surfaces. Please be sure to remove your poster after the event.

Reception and Poster Presentations

As mentioned earlier, project teams may host a traditional poster in the AMU reception area. Posters will be made available to attendees before the project pitches and during the reception after the talks. Presenters may make themselves available for further discussion.

Marquette has a rich tradition of sponsoring academic centers and institutes that further education, promote research, and inform policy and service activities. Since solutions to today's most pressing problems are proving to be quite complex and don't belong to a single academic unit, Marquette's centers and institutes promote cross disciplinary research, leveraging faculty and student expertise that span multiple departments. To showcase their missions and programming, several centers, institutes, and initiatives will have tables set up in the reception area.

ORSP promotes this event to the campus community at large and sends personal invitations to the chairs and deans of those students who are presenting and faculty members who are providing mentorship. Participants are encouraged to invite their colleagues and students to view their presentations. This will help promote the exchange of scholarly research between faculty and students.

Forward Thinking Research Awards

Four $500 Forward Thinking Research Awards will be given to the oral presentations scoring the highest. The awards will be jointly supported by ORSP, the Institute for Women's Leadership (IWL), the Latinx Research Community, and the Center for Data, Ethics and Society. Projects addressing gender, Latinx, or social/ethical data components will be reviewed for those awards as applicable.

Presentations will be judged by those in attendance. Award criteria will align with that of the PowerPoint template and consider the overall presentation:

1. **Why** - Was the Background and Significance information provided convincing that this work should be done?

2. **How** - Was it understood how the work will be done? Did it seem feasible and reasonable?

3. **What** - Was it clear what the project seeks to achieve? Would this be something you'd want to fund?

4. **Visual Presentation –** Were the presentation slides representative of the work and visually appealing?

5. **Oral Presentation –** Did the project team deliver their information in a clear, compelling, and convincing way?

The $500 awards will allow faculty researchers/mentors to purchase supplies or services, pay student assistants, or travel to archives or other places as required to conduct the research. An oral presentation can only receive one award. Awards cannot be used for faculty salaries or for faculty travel to conferences. They are cost-reimbursable awards: an awardee's department will be reimbursed by using an expenditure transfer. <u>Costs must be incurred, and the expenditure transfer completed between December 9, 2024 and June 30, 2025</u>. Awards will be announced early December 2024.

If you have any questions, please contact [Project Planning and Development](#) in the Office of Research and Sponsored Programs.