



Chicago Area Undergraduate Research Symposium

Handbook

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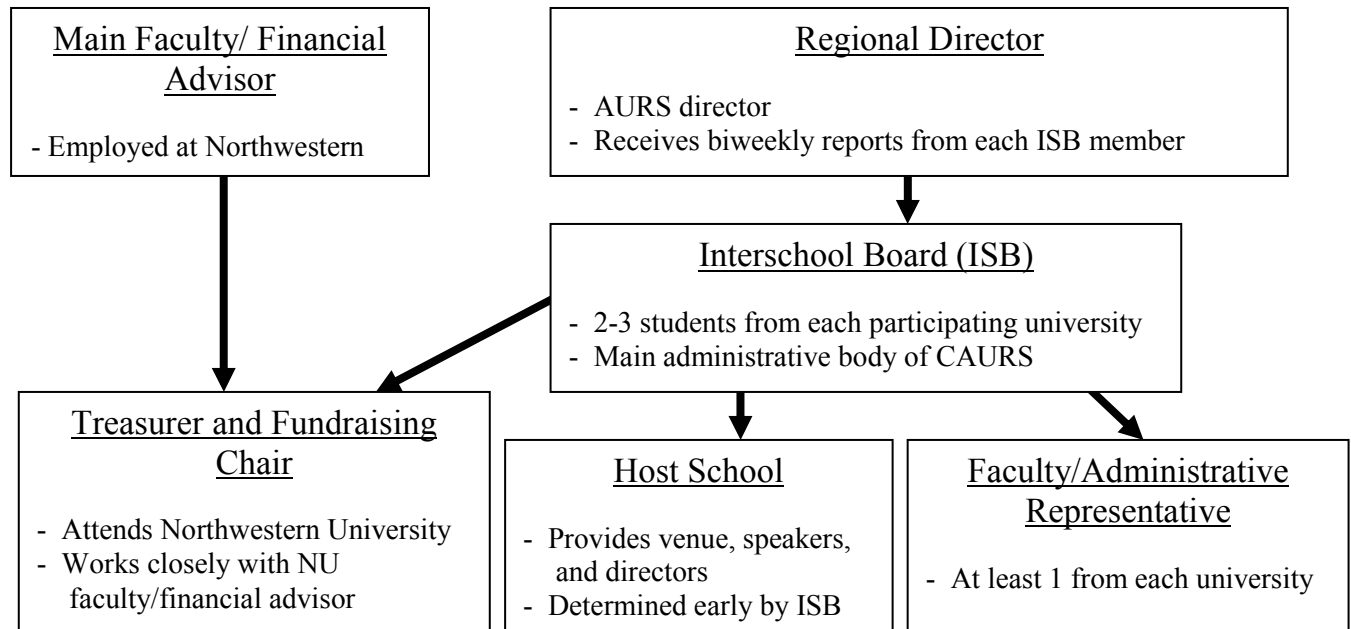
Charter for Chicago Area Undergraduate Research Symposium

The mission of the Chicago Area Undergraduate Research Symposium is to encourage and promote undergraduate scientific and engineering research through the joint efforts of the top research universities in the Chicago area. It aims to bring together undergraduates studying at Chicago area universities who are interested in science and engineering research, giving them an opportunity to share their research ideas and accomplishments with others in an annual interdisciplinary research symposium. A unique feature of CAURS is its steadfast dedication to the promotion of excellence in undergraduate research. The best student presentations are awarded either scholarships or travel grants to national and international meetings of professional societies. In addition, those faculty members of the participating universities whose contributions best encourage and support undergraduate research are recognized. In doing so, CAURS helps stimulate greater interest in independent learning and discovery at the undergraduate level which goes beyond the typical classroom environment. An agreement to participate in CAURS entails a commitment by the participating universities to:

- Raise the funds necessary to conduct the symposium (typically around \$25,000-\$30,000) from regional corporate sponsors, and to contribute to the balance of any funds necessary. This includes a mandatory \$5,000 from each institution towards the event.
- Recruit faculty members or scientists to participate as judges and speakers on both research and career issues.
- Provide a professional setting by holding regional symposia at facilities that are normally not available to undergraduate students. Colleges or schools of law, business, and medicine often have ideal facilities for a symposium. It may not be held in an undergraduate student union or another undergraduate building of similar nature.
- Encourage a professional attitude by strongly suggesting proper business attire for all the participants.
- Create a professional brochure of all the abstracts for each regional symposium following the materials provided in the start up package.
- Limit student participation in each regional symposium to about 80-140 presenters from all the science and engineering disciplines to participate in an all-day symposium that includes both posters and oral presentations (to be selected from the total pool of submissions).
- Provide presentation set-up materials such as poster board, easels, projectors, and other AV needs, for the participants. In addition, lunch and a formal recognition dinner must be provided to all participants.
- Use a significant portion of any funds raised in excess of the costs of the symposium to support undergraduate research efforts in the form of scholarships and travel grants to award-winning student participants. All student award winners must acknowledge CAURS, the overseeing AURS organization (American Undergraduate Research

symposium) and any corporate sponsors by placing the CAURS logo, corporate sponsor logos, as well as the AURS logo on the bottom right corner of any poster that they may present at any national/international conference they attend. If and to the extent AURS has funds available, AURS also may provide funds to the universities participating in a regional symposium to assist them in the making of scholarships and travel grants to students.

Organization and Responsibilities



Each person is responsible for making sure his/her position is filled the following year with committed, motivated individuals.

Main Faculty/Financial Advisor

- Employed at Northwestern University
- Oversees CUFS bank account
- Gives periodic account updates to the treasurer/fundraising chair
- Maintains faculty and industry contacts to aid in logistics and fundraising
- Takes calls from the CAURS phone number

Regional Director

- Member of the AURS Board of Directors
- Oversees the region and reports to the AURS board
- Receives biweekly reports from each ISB member (due by Saturday night)

Treasurer and Fundraising Chair

- A student enrolled at the faculty/financial advisor's school is recommended
- Works with faculty/financial advisor regarding CAURS account
- Conducts industry fundraising, which must be handled through the development office at Northwestern
 - Answers questions, shares information and updates with companies
 - Writes thank you letters and follow-up

Interschool Board (ISB)

- Consists of 2-3 student representatives from each participating institution, including the treasurer/fundraising chair from Northwestern.
- Each school's ISB representatives are responsible for securing funds, producing publicity, and finding judges, volunteers, and student presenters within their school. The goal is to get at least 20-25 student presenters from each school. The ISB members must delegate responsibilities amongst themselves in order to fulfill these duties.
- Additionally, each school is responsible for overseeing one main aspect of CAURS, which will be delegated during an early ISB meeting. These responsibilities are:
 - Volunteer assistance: Ensures that enough volunteers are present, supervises volunteers during the symposium (set up, check in, clean up, etc.)
 - Judging: Ensures that enough judges are present, assigns judges to appropriate academic fields, manages judging during the symposium
 - Fundraising: *Assigned to Northwestern University*. Ensures that enough funds are raised by supervising ISB fundraising efforts, ensures that \$5,000 is collected from each school
 - Logistics: *Assigned to host school*. Manages administrative tasks such as submission of abstracts, scheduling, and producing the event brochure; encourages student participation from each school
 - Technology: Maintains CAURS website and database. Manages CAURS email account and intranet.
 - Publicity/marketing: Ensures that adequate publicity for CAURS happens at each school. Creates banners, posters, and flyers for the event. Contacts the media to publicize for the symposium.
- ISB members must ensure that ISB positions are filled for the following year.

Faculty/Administrative Student Representative(s)

- Helps coordinate efforts with faculty and administration at their institution
- Provides access to listservs or other modes of communication in order to solicit support for judging and fundraising
- Helps secure \$5000 from each university
- Advertises events to university dignitaries

Host School

- 2 directors needed
 - serve as moderator for ISB
 - direct host school's efforts in planning the symposium
- Chooses the venue, which may be on-campus or elsewhere. As stated in the charter, the host school may "provide a professional setting by holding regional symposia at facilities that are normally not available to undergraduate students. Colleges or schools of law, business, and medicine often have ideal facilities for a symposium. It may not be held in an undergraduate student union or another undergraduate building of similar nature."

- ✦ Finds speakers for the event. 3 speakers are needed: 2 must be from host school and 1 must be from a different school
 - Opening address: must be from host school
 - Research speaker
 - Keynote speaker
- ✦ Finds vendors for catering, easels, printing, etc.
- ✦ Should make planning a group effort – bring pertinent issues and updates to ISB

Timeline

Summer (July – September)

- Choose a site and date for the event
- Reserve venue ASAP
- Verify ISB representatives from each university
- Verify a faculty or administrative representative from each university (or during fall)
- Choose a host university and define their responsibilities
- Begin fundraising. Verify industry letter and the message we want to share with them. Define our needs and expectations, and their needs and expectations
- Designate the treasurer/fundraising chair.

Fall (September – December)

- Contact potential industry sponsors
- Contact potential faculty/department/program sponsors*
- September: Ask your university for the \$5,000
- *Early November*: get \$5000 from each school, make sure ISB is set
- Solicit speakers: opening address, keynote, and faculty research talk; get on their schedules early*
- Contact faculty from each university about judging*
- Create registration, judge, and volunteer form. All information submitted should go to a database
 - Submitter should get a verification email confirming receipt of submission, event information, their responsibilities at the event, etc.
- Awards: confirm types and amounts
- *Late November*: post first round of fliers before Christmas break

Winter (January – March)

- *Early January*: Open entry forms, call for abstracts
 - Send letter to faculty asking them to encourage students to submit
 - Post flyers at each school, email listservs
 - Set abstract submission deadline
- Post promotional information at each university*
- Invite faculty, staff, students, guests, larger research community to the event (emails or written invitations)*
- Continue finding judges*
- *Early January*: Choose gifts (for participants and judges), order gifts
- *Early January*: Start talking with caterers, printers, A/V providers
- Weekly meetings of ISB board starting 4-5 weeks prior to the event
- Create event brochure
- *Late January*: Finalize list of faculty presenters, put names on posters
- *February*: Begin getting volunteers, order t-shirts

- *March 1*: Close entry submission (could be later if symposium is later, need at least 2-3 weeks before event)
- *March 15*: Notify participants of their acceptance (oral presenters and poster presenters)
- *Late March*: Make nametags, put together folders and gifts
- *Late March*: Determine student chosen Faculty Award Winner from each university (so you can put their name on a nice plaque to recognize their contributions to student research)
- *Late March*: Send out press release

Spring (April-May)

- ***Chicago Area Undergraduate Research Symposium: April***
- Recap flyer for all institutions and participants
- Thank yous and acknowledgement follow-up (thank you letter, event programs, and gifts to all industry and university representatives and dignitaries that did not attend. Ask for feedback!)
- Update the website

* Each university's ISB members' responsibility

Tasks and Procedures

Site and Date Planning

- ☑ Venue should be decided by host school. It may not be at an undergraduate student union or similar undergraduate building. A professional facility is strongly preferred.
- ☑ When planning the date, be cognizant of conflicts including spring breaks and religious holidays. Also take the MCAT Testing date into consideration.
- ☑ Bring date and venue decisions to ISB for approval.

Finding ISB representatives

- ☑ ISB representatives from each school should be chosen by previous year's ISB if possible. ISB reps from other schools can help if needed.
- ☑ ISB representatives must be committed and capable of fulfilling their responsibilities.
- ☑ The order for finding ISB representatives is as follows:
 1. Connections through present ISB representatives
 2. Contact past student presenters
 3. Ask faculty adviser, academic advisers, and department chairs for nominees

Finding faculty/administrative representative(s)

- ☑ Faculty and administrative representatives should be chosen based on their helpfulness to students and encouragement of undergraduate research.
- ☑ Make sure they know their responsibilities and are committed to fulfilling them.

Finding speakers

- ☑ Opening speaker and *either* research *or* keynote speaker must be from host school
- ☑ Descriptions:
 - Opening address: Given by host institution's president or high ranking official (dean, provost, department chair, etc). A brief speech thanking people for coming, expressing excitement about CAURS and undergraduate research.
 - Research speech: Given by a professor in the sciences who discusses his/her research. Research should be accessible to people with college-level science knowledge from all different fields. Speaker should be charismatic and have interesting subject matter.
 - Keynote speech: Given by a scientist, but should not necessarily talk about science. Speech is given around dinner time. Subject should probably be science-related, but is less formal than the research speech. Preferably encourages CAURS participants with life lessons about being a researcher in science.

Fundraising

- ☑ Provide a letter with as much information about the event as possible

- ✓ Highlight the success of previous years' symposia
- ✓ Send confirmation letters after receipt of donation
- ✓ Contact alumni, faculty (especially those involved in science foundations)
- ✓ Compile résumé booklet to give to sponsors

Website

- ✓ Located at www.caurs.com
- ✓ Maintained by ISB Technology
- ✓ Should have:
 - recent pictures of the last symposium
 - form for submission of abstracts, judging, volunteers, guest registration
 - contact form (for questions)
 - "CAURS in the news" stories
 - "Where are they now?" past presenter updates
- ✓ Important: All emails must be replied with a confirmation email notifying that their message has been received.

Abstracts and Presentations

- ✓ Abstracts should be submitted online.
- ✓ A confirmation email should be sent detailing receipt of submission.
- ✓ Once the review is complete, the student presenter(s) and faculty advisor(s) should be notified if their submission was accepted, not accepted, or needs modification. All information submitted should go to a database.
- ✓ Once the abstract is accepted, the presentation should be scheduled, and the student presenter(s) and faculty advisor(s) will need to be sent an e-mail notifying them of the time and place of their presentation.
- ✓ Student presenters and faculty advisors must be informed of the following:
 - Registration time
 - Time and location of presentation
 - Bring own computer, cables
 - Driving directions and parking locations
- ✓ The following information should be requested from the student presenter:
 - Is internet access needed?
 - Guests that are coming
 - Are they coming to dinner?
 - Food allergies
 - **Important:** Request résumé for sponsor résumé booklet
- ✓ The following should be provided for student presenters: 8' x ~4' easels, boards, push pins, tape, and Velcro (poster presenters); projector and screen (oral presenters)

Publicity

- ✓ Publicity should focus not only on promoting the current event for presenters and judges but on generating interest for next year's event by inviting guests and other students.

- ✓ Try to brand the event: consistent look for posters, flyers, invitation, and the website
- ✓ Flyers should have, at the very least, the CAURS logo, date of event, website URL, and a brief description of the event.
- ✓ Magnets should be posted around the school.
- ✓ Announcements made in class or written on blackboards are also recommended.
- ✓ Utilize the internet. Send out emails on listservs, post Facebook announcements, etc.
- ✓ Submit CAURS as an event on university calendars or online event calendars

Judging

- ✓ ## judges are needed from each discipline, and ## judges are needed from each university (decide later)
- ✓ Information needed from judges:
 - Area of expertise
 - Need for parking
 - Availability
- ✓ Build a schedule and judging form
- ✓ Share judging criteria to judges before the event. Remind them to dress business-professional (shirt and tie).
- ✓ Give them a sample of a completed form from last year and/or typical/average scores per poster as a guide
- ✓ Give them enough time to view and listen to all the presentations and compile their information and share it with the presenter before the awards ceremony

Gifts and Awards for Participants and Judges

- ✓ Awards needed:
 - Faculty (for outstanding support of undergraduate research): plaque
 - President's Award (top abstract and resume): certificate, plaque, \$500
 - Top Research Proposal (to present at next year's CAURS): certificate, plaque, \$500
 - Top Poster Presentations: certificate, plaque, money to be decided later
 - Top Oral Presentation: certificate, plaque, money to be decided later
- ✓ Gifts needed:
 - Mugs or similar items for student presenters and judges
 - Planners/portfolios for speakers, judges, and industry sponsors
 - Shirts for volunteers
- ✓ Award winners must be present at the banquet and awards ceremony to receive their scholarship money.
- ✓ Award criteria must be made very clear so there is no confusion or controversy

Creation of Event Brochure

- ✓ Suggestion of what to include:
 1. Cover page with logo, event information, etc.
 2. One page advertisement for all industry sponsors

3. One letters from each university's president, provost or dean
4. Day's schedule
5. One page bio and image of each speaker
6. Any faculty sponsors: image and bio
7. Map of poster sessions by science, school, etc.
8. Each student's abstract, school, poster and oral presentation and area of study
9. Listing of awards to be given
10. Faculty award recipients and bios

Poster Presentations

- ☑ The majority of symposium participants present their research with a poster. Posters should be approximately four feet wide and three feet tall. Posters can be printed or assembled, but must be prepared in advance.
- ☑ Presenters must be available to discuss their displays during their assigned poster session. A few specifics on the poster boards include: posters must be readable from at least three feet away, the presentation title must be at least two inches high, and beneath the title, the name(s) of the student author(s), faculty advisor, and home institution must be at least one inch high. CAURS reserves the right to cancel a presenter's poster session if the above requirements are not met. See file "Official Guidelines for Presentations and Posters" for details.

Oral Presentations

- ☑ Oral presentations will be 10 minutes in length with three-five additional minutes allotted for a question-and-answer period and a five minute change over. This schedule will be strictly enforced. See file "Official Guidelines for Presentations and Posters" for details.

Name Tags

- ☑ Name tag information should include
 - Student: first & last name, school
 - Dignitaries: first & last name, school, position
 - Industry: first & last name, company
- ☑ Make sure extra name tags are printed (an on-site printer during the event would be nice for last minute name tags) in case some names are missing

Industry/Career Forum

- ☑ Any company that sends representatives can give a 5-10 minute presentation during this event
- ☑ Faculty and/or graduate students can share career and academic information
- ☑ One representative from each school can present
- ☑ Panel discussion can take place, with a Q&A session

Banquet

- ☑ Students, faculty advisors, and dignitaries (presidents, deans, chairs) attend this
- ☑ Decide on a cap for attendance

Volunteers

- ☑ Solicit help from volunteers from each university (a volunteer form on the website can be used)
- ☑ Find out when they are available to work and if they need transportation. Confirm their attendance to the event and tell them to notify CAURS if they are not coming.
- ☑ Assign jobs to them! Make sure they know what they are doing during the event. (e.g. (3) students working the registration table from 9 -10 a.m., and 1 volunteer at the registration table all day until 5 p.m.; (5) poster coordinators; (2) speaker coordinators; (1) oral presentation moderator (faculty or student representative?); industry and dignitary liaisons/delegates, etc.)
- ☑ A volunteer orientation before the event is strongly recommended
- ☑ Serve them breakfast and lunch. Pay for their parking, if needed. Give them refreshments during the event.
- ☑ Give them a CAURS polo shirt. Remind them to dress nicely.
- ☑ Important: Have at least one volunteer take pictures of the event.

Parking

- ☑ Arrange for free parking. Print validation tickets that guests can get from the registration table and give to the parking attendant.
- ☑ Make sure driving directions are clear and parking is available.

Checklist for Event

	All abstracts reviewed
	Invitations sent to university dignitaries
	Volunteer list complete
	Job duties for everybody during the symposium confirmed
	Name tags made for student presenters, judges, and guests
	Event brochure made and printed
	Gifts ordered
	Award certificates printed and plaques made
	Presentation times confirmed and set
	Judges' material ready
	Judging assignments set
	Venue OK'd (security, parking, etc.) and ready to be open early on Saturday
	Industry/career forum set
	Award presentation committee set
	All funding deposited into fund at NU
	Catering confirmed
	Easels and other presentation materials set

Completion of this checklist means the symposium is ready to go!

Attendance and Disciplinary Policy

All CAURS ISB representatives, chairs, and faculty are expected to fulfill their duties as stated by this handbook. The atmosphere at CAURS meetings is informal, but everybody is trusted to complete their assigned tasks in order to make the symposium a success. *Repeated* failure to do so will result in a private, preliminary warning and then dismissal from the ISB committee after a majority vote. Disciplinary action will not be taken unless both parties are made clear of the issue at hand.

Official CAURS Logos



CAURS logo #1



CAURS logo #2

Contact Information

Participating Institutions

DePaul University

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Chicago, IL 60604

Illinois Institute of Technology

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Chicago, IL 60616

Loyola University Chicago

6525 N. Sheridan Road
Chicago, IL 60626

Northwestern University

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Evanston, IL 60208

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