Capstone 2016: Student Preparation & What to Expect

Only a few weeks to go until the 2016 iSchool Capstone Event! We know you are working hard on your Capstone projects and preparing for the biggest event here at the Information School. The following information will hopefully answer any questions on getting ready for the event and your presentation.

Event Logistics

Location: HUB Lyceum, North and South Ballrooms, 4001 E Stevens Way NE, Seattle

Thursday, May 26, 2016
> **4:00 p.m.** Student check-in and set-up
> **5:00 p.m.** Student dinner provided
> **5:30 p.m.** Premium iAffiliates Pre-Event Showing (an invitation-only event for select iSchool partners)
> **6:00 p.m.** Open to the public
> **8:00 p.m.** Awards and presentations by winners
> **9:00 p.m.** End of the event

> It is *extremely* important that you be at the HUB **on time** to set up and for the start of the event – plan to arrive **by** 4:00 p.m.

Important event tips: Dress to impress – business or business casual attire
Bring your business cards in case an employer wants to contact you in the future
Food will be provided during set-up
Bring your poster!

Invitations

Who is invited?   Please invite your Capstone project sponsors, classmates, employers, family, friends, and other networks. All are welcome to attend. The iSchool formally invites our additional employer contacts, advisory board members, alumni, the UW community, and all current/newly admitted/prospective students. All are welcome.

RSVP: Please ask those you invite to RSVP at http://bit.ly/icapstone16. Capstone students are not required to RSVP (we know you will be there).

How to invite guests: An HTML invitation will be e-mailed to you soon – please send it out.

Event Web site: Direct your contacts to https://ischool.uw.edu/capstone2016, which is the main event page for external audiences.

Event Schedule/Details

Student Set-Up and Dinner (4:00 p.m.)

> You will have approximately 1.5 hours to set up your poster presentation, eat dinner provided by the iSchool, and orient yourself for the evening.

iAffiliates Pre-Event Showing (5:30 p.m.)

> Selected employers who are a part of the iSchool's Premium iAffiliates program will be invited for a pre-event showing from 5:30-6:00 p.m. Note that this is an invitation-only event; your personal guests are not invited for this showing. Our premium iAffiliate partners are aware that during this time you will be setting up your poster presentation and eating. Note that the employers may not be able to visit every poster but also be prepared for them to stop by yours.

Poster Presentations – Open to the Public (6:00 p.m.)

> Poster presentations consist of Capstone students displaying their posters and engaging in Q&A and mini-presentations to audience members. Following are the requirements for the poster session:

- All guests will receive a printed **program** for the event that includes a list of your Capstone projects and an abstract of each project. Abstracts should be no more than 150 words and will be reviewed by judges prior to the event. The Capstone abstract focuses on the **information problem you addressed** and your **results** (approximately 100 words). Your audience wants to know **how your project makes a difference in their lives and in the lives of others**, so please include a sentence or two about this in your narrative (approximately 50 words). Also include the full title of your project, as well as the first and last names of the project authors/participants and which program (MSIM, MLIS, or INFO) each author/participant is in (this information is not counted in the 150-word maximum). The abstract should be single-spaced in 11-point, Calibri font.   In order for your project to be in the program, you must submit your abstract to your instructor through your Canvas site by **the date pre-determined by your capstone instructor.**

- **Video and archive submission:** All students are required to prepare a "video pitch" of no more than 1 minute in length and upload it to YouTube (we cannot provide the YouTube account). You will also need to give your permission for the iSchool to publish your project abstract and video on the Capstone Archives site by completing the Capstone Web Form linked on your Canvas site between **May 2** and **May 16**. Additionally, you will have the opportunity to select the Capstone Awards for which you would like to be considered.

- **Posters** should be 32" x 40" in dimension, printed in color, and mounted on foam board. Think about three levels of engagement as people view your poster: what does it look like from 20 feet away, from 10 feet away, and up close? All students can print these at the UW Health Sciences Poster Shop or a non-University affiliated print shop and are responsible for bringing them to the Capstone event on May 26. Aim to have your poster printed by **May 20** to ensure it is ready for the event. Ideally the format you submit for printing would be a PDF, which is not editable by the printer. Also ask for a contract proof (reduction or slice) to preview the print job – allow an extra day or two in production if you want the chance to preview your poster.

- Be prepared to answer questions about your project and provide short presentations (3-5 minutes) addressing the scope and results of your project while standing at your poster.

- **There are very few power outlets available and there is no guarantee that you will be located near to one**; be conscientious of battery life and have a backup plan.

- Wireless is available.

Awards (8:00 p.m.)

Your Capstone project abstract, poster design, and Q&A/poster presentations are all criteria for judging. The public announcement of the awards will occur near the end of the event.

Awards include cash prizes for the following:
1) Best in Class
2) Commercial Potential
3) Social Impact
4) Research
5) Diversity
6) Service
7) Innovation

The judging panels include faculty and industry professionals with a vested interest in your work and ideas. They begin evaluating your work prior to the Capstone event; the judging panels will review your Capstone project abstracts and pitch videos before the event and will be in attendance at the Capstone event. At the event, judges will wear nametags so they may be easily identified.

End of the Event (9 p.m.)

Please refrain from dismantling your poster presentation until the end of the event, which coincides with the end of the awards ceremony. Plan to take your poster home with you.

Questions on the Capstone projects, presentations, and posters may be directed to your Capstone course instructors. Questions on the Capstone Event may be directed to icapstone@uw.edu.