

# IMPORTANT INFORMATION

## **The Date of the Event**

The XXX<sup>th</sup> annual *Posters-at-the-Capitol* will be held on **Thursday, February XXX, XXXX.**

## **Location**

*Posters-at-the-Capitol* will be hosted on the second floor of the Capitol Building in Frankfort, Kentucky. The Capitol Building is located at 700 Capitol Avenue. **Please be reminded that due to security concerns, everyone entering the Capitol will be required to show a photo-id upon entering.**

## **The Poster Session (For Students Selected to Present a Poster)**

Posters will be on displayed from 11:00 a.m. until 5:00 p.m. on February X, XXXX. **Your poster should be setup between 9:00 a.m. to 11:00 a.m.** Upon arrival at the Capitol, please locate the *Posters-at-the-Capitol* registration table on the second floor of the building. When you register, you will be assigned a location in the building to display your poster. We are deliberately not grouping all posters from a given school together to encourage attendees to see a variety of projects and universities. **Your poster must be fully mounted on its easel by 11:00 a.m.**

If possible, you should attempt to schedule office visits with your House and Senate members between 11:00 a.m. and 2:00 p.m. If they cannot meet you at this time, you should explore the possibility of a morning meeting. We need to be flexible as these are very busy days for members of the legislature. If you need to meet your members in the morning and this will delay setting up your poster, please schedule your visit and finish setting up your display as soon after your visits as possible.

**The Posters-at-the-Capitol reception will be held from 2:30 p.m. to 4:30 p.m. You should be with your poster at this time.** In your letter to your House and Senate members, please be certain to invite them to the 2:30 p.m. to 4:30 p.m. reception and poster display.

## **Oral Presentations (For Students Selected to Give an Oral Presentation)**

Oral presentations will be presented from 11:00 a.m. to 1:00 p.m. in the Rotunda of the Capitol. Eight oral presentations, one from each of Kentucky's universities, will be presented during this time. Each oral presenter will have a maximum of 15 minutes to set up, give the presentation, and answer questions. As a consequence, each presentation should be no more than 12 minutes in length to allow sufficient time for set up and questions. Please practice your presentation several times to make certain that you do not exceed the 12-minute presentation limit. A computer (PC, we will not be set up to handle Macintosh files) and projector will be available for PowerPoint presentations. If you are using PowerPoint, you should burn your presentation onto a CD. A podium and

microphone will also be available. If you are a student giving an oral presentation, you will need to make your way to the Capitol Rotunda at 10:00 a.m. so that we have sufficient time to load your presentation onto the computer before the session begins.

### **Identifying Your State House and Senate Members and Locating Their Addresses**

It is **IMPORTANT** that you write your home district state legislators (not your federal representatives) and invite them to *Posters-at-the-Capitol* and the reception **AS SOON AS POSSIBLE**. If you are not a Kentucky resident, please write and invite the state legislators who represent your University's district. Again, it is your STATE House and Senate members that you need to contact.

A sample letter is enclosed. Please feel free to personalize or change this letter. An excellent web site you can use to identify your home district legislators can be found at [www.vote-smart.org](http://www.vote-smart.org). To use the site, simply enter the nine-digit zip code for your home address and the web site will identify your state representatives (upper left hand corner of the web page). If you do not know your nine-digit zip code, the site can find it for you. The organizing committee will also be sending a letter of invitation to every state legislator, but your personal invitation will probably be the one that gets your representatives to visit your poster. We will also be inviting the Governor and all University Presidents.

### **Your Poster**

Easels and a 4 foot by 4 foot white laminated foam backing board will be provided on which you may display your poster. **Overall dimensions of your poster may not exceed 4 feet by 4 feet.** You will need to provide ALL other materials you need to set up your poster (tape, pins, etc). Please note that electrical power will NOT be available for your display.

Each poster should have a header that is visible from a distance. The header should contain the title of the project, your name, the name of your faculty mentor and any collaborators, your academic department, and university. In general, keep your display "visual", using graphics and photos. Keep text to a minimum. It is very unlikely that individuals attending the poster session will read a lengthy presentation. Posters can be made more eye-catching by placing colored construction paper behind your text page as a matte, or by using colored paper or color printers when printing the posters. If you or your faculty mentor has access to the technology, large-format printed posters that are then laminated make very attractive presentations. Tips for creating effective posters are provided in the accompanying material. You may view posters from a previous event at the following web address:

[http://campus.murraystate.edu/services/ursa/Posters\\_Welcome.html](http://campus.murraystate.edu/services/ursa/Posters_Welcome.html)

### **Getting Prepared – Practice and Presentation**

It is recommended that all posters be completed at least one week before the event. Once you have completed your poster, you will want to practice using it to explain your project. Using your poster, describe your project to other students and, most importantly,

give your presentation to your faculty mentor. This kind of practice is very important. Please keep in mind that your audience will consist of individuals who are not experts in your field. Avoid technical jargon. In some sense, your poster will provide a backdrop for discussions you will have with attendees. Try to put yourself in the position of a state legislator who is making decisions about funding and policy related to higher education, and think about what they should know about your work and educational experience. If applicable to your work, try to emphasize a local or state connection. Discuss with your faculty mentor the kinds of questions he or she thinks you might be asked. This will give you the opportunity to develop well thought out responses to these questions. Familiarity with any applications your project might have is often useful. What impact on society might your work have? You should also be prepared to discuss future studies that you or others might do, i.e., what's next?

It is also quite likely that visitors will want to know more about you and how involvement in undergraduate scholarship, research, or creative activity has affected your education and you personally. They may want to know how you got involved in the project, who you worked with, and how this work has affected your career plans. You should be prepared to answer these kinds of questions.

#### **Who Should Attend *Posters-at-the-Capitol*?**

While we would definitely like to have your faculty mentor attend *Posters-at-the-Capitol* with you, we realize that teaching schedules may not allow this to occur. Your faculty mentor does not have to accompany you to Frankfort.

The poster session is open to the public. We would certainly like to see the event well attended. If your institution is within a reasonable driving distance of Frankfort, you might explore the possibility of making *Posters-at-the-Capitol* a student club activity. We would also like to encourage you to invite your parents to the event. We believe that it would be extremely effective to have your parents participate in any meetings you have with Kentucky House and Senate members.

#### **Attire**

For men, a sports coat and tie or suit should be worn to the poster session and on any visits to House and Senate offices. For women, a suit, dress, or skirt is appropriate attire.

## Transportation

Your university may provide a car or van to *Posters-at-the-Capitol*. You should contact the individual listed below, your *Posters-at-the-Capitol* Campus Coordinator, to determine what transportation your university will provide.

Eastern Kentucky University  
Dr. Rose Perrine, Professor  
Department of Psychology  
859-622-2378  
[rose.perrine@eku.edu](mailto:rose.perrine@eku.edu)

Kentucky State University  
Dr. Lucian Yates, III, Chair  
School of Education  
502-597-5919  
[lyates@gwmail.kysu.edu](mailto:lyates@gwmail.kysu.edu)

Morehead State University  
Dr. Bruce Mattingly, Chair  
Department of Psychology  
606-783-2983  
[b.mattin@morehead-st.edu](mailto:b.mattin@morehead-st.edu)

Murray State University  
Dr. John Mateja, Director  
URSA Office  
270-762-3192  
[ursa@murraystate.edu](mailto:ursa@murraystate.edu)

Northern Kentucky University  
Dr. Phil Schmidt, Director  
Center for Integrated Math and Science  
859-572-6571  
[schmidtp@nku.edu](mailto:schmidtp@nku.edu)

University of Kentucky  
Dr. Philipp Kraemer, Assoc. Provost  
for Undergraduate Education  
217 Fankhouser Building  
Lexington, KY 40506-0054  
859-257-8389  
[pjkrae00@email.uky.edu](mailto:pjkrae00@email.uky.edu)

University of Louisville  
Dr. Pamela W. Feldhoff, Coordinator  
Undergraduate Research  
University of Louisville School  
of Medicine  
Building A, Room 511  
Louisville, KY 40202  
502-852-7136  
[pamela.feldhoff@louisville.edu](mailto:pamela.feldhoff@louisville.edu)

Western Kentucky University  
Dr. Blaine Ferrell, Dean  
Ogden College of Science and Eng.  
TCCW 105  
Bowling Green, KY 42101  
270-745-4448  
[blaine.ferrell@wku.edu](mailto:blaine.ferrell@wku.edu)

Please be certain to contact your campus coordinator to arrange your transportation **well in advance** of the travel date.

# Sample Letter to Kentucky House and Senate Members

**It is very important that you send letters to Kentucky House and Senate members who represent your home district.** While you should certainly feel free to compose your own letter, a sample letter is provided below. Please send your letters as soon as possible.

## The letter to your Kentucky State Senator:\*\*\*

Honorable (John Doe)  
The Kentucky Senate  
Frankfort, KY 40601

Dear Senator Doe:

I am pleased to inform you that I have been selected to participate in the fourth annual *Posters-at-the-Capitol*, an event being coordinated by representatives of Kentucky's eight public universities to showcase faculty-mentored undergraduate research, scholarship, and creative activity. My poster will be displayed at a reception in the Capitol Building from 2:30 p.m. to 4:30 p.m. on February 2, 2006. I am a (freshman, sophomore, junior, or senior) at (college) in the Department of (insert department name). The title of my project is (insert project title). My faculty advisor is Dr. (advisor's name).

As the (Representative/Senator) from my hometown (use university if you are an out-of-state student), I would like to invite you and members of your staff to visit my poster and to attend the *Posters-at-the-Capitol* reception from 2:30 p.m. to 4:30 p.m. If possible, I would also like to meet with you in your office earlier in the day. I anticipate arriving in Frankfort at approximately (    ) a.m. on the day of my presentation and could meet with you any time after my arrival.

I look forward to discussing my project with you at the poster session and hope that you might find time to meet with me in your office. You may contact me at

(Student Mailing Address)

Should you prefer to send me an E-mail or call, I can be reached at (student's E-mail address) or (student's telephone number).

I look forward to hearing from you.

Sincerely,

## The Letter to your Kentucky State House member should be addressed as follows:

Honorable (John Doe)  
Kentucky House of Representatives  
Frankfort, KY 40601

Dear Representative (*Doe*):

*The letter to your Representative can be identical to the one you send to your Senator.*

**\*\*\* Please be certain to write your STATE House and Senate members, NOT your FEDERAL House and Senate members**