



Research Days 2020 Guidelines

Research Days is an annual event that provides students and faculty the opportunity to present preliminary or completed research and creative work to the campus community.

Registration

- Registration opens for faculty and students on **November 1st, 2019**
- A link to the registration site will be sent via email to all Kean University faculty and students and posted on the Research Days Website on **November 1st**

Eligibility

- All Kean University undergraduate and graduate students who are conducting original research or creative work under the supervision of faculty mentor are eligible to present.
- A Kean faculty must also review the abstract
- Kean students who have conducted research at another college or university are welcome to participate.
- For faculty presentations, preference will be given to projects in which students have been involved in the research and will also participate in the presentation.

Presentation Formats

- Participants may present their research as a poster, oral presentation, performance, creative exhibit, or demonstration
- Research can be presented as either an individual or team project. Team projects are encouraged.
 - A maximum of **six** team members are allowed in a poster presentation.
- Students may **NOT** register to present the same project in different formats. However, students may present more than one project.

Poster Presentations

Printing on-site

- The Office of Research & Sponsored Programs (ORSP) will print Research Days posters free-of-charge if the student presenter conforms to the following electronic file guidelines and submits the file by the deadline, **March 30, 2020**
 - We will **ONLY** accept original PowerPoint files for printing. PDF files, Photoshop files, Publisher files, or any other format will **NOT** be accepted.
 - *We have provided several templates here that may be useful.* [Suggested Power Point Poster Template](#)

- Only two size options are permissible; 36" (wide) x 24" (tall) landscape and 36" (wide) x 36" (tall) portrait . **No other sizes will be accepted.**
- Files must be sent to researchdays@kean.edu
- File must be named in the following format:
LeadAuthorLastName_FacultyAdvisorLastName_RD20

Printing off-site

- Students may decide to print their poster file off-site at their own expense, but **MUST** follow the size and design criteria outlined above
- You **MUST** notify ORSP via email by **March 30, 2020** of your decision to print off-site
- You **MUST** deliver the printed poster to ORSP by the drop-off deadline, **April 16, 2020**
- Posters **MUST** be printed on high quality paper
- Poster must **NOT** be laminated, mounted on foam board, cardboard, or any other material.

Oral Presentations

- Oral team presentations moderated by a faculty due to space and time constraints
- Individual oral presentations may not be accepted
- Oral presentation time varies based on team sizes
 - Individual presenters are given 10 minutes to present
 - Presentation time for teams is determined by the size of the team
- Participants have the opportunity to use a PowerPoint during their presentation

Performances and Creative Exhibits

- Individuals who wish to conduct a performance or creative exhibit must register online and must also contact ORSP directly via researchdays@kean.edu in order for us to accommodate your needs

Important Dates

- Student registration opens **November 1st** and closes **February 17th, 2020 11:59p.m.**
- Faculty registration opens **November 1st** and closes **December 1st, 2019 11:59p.m.**
- Poster file submission deadline: **March 30th, 2020**
- Poster drop-off deadline: **April 16th, 2020**
- Research Days Week: **April 27th - 29th, 2020**
 - **April 27th, 2020** - Keynote Speaker
 - **April 28th, 2020** - Oral Presentations and Creative Exhibits
 - **April 29th, 2020** - Poster Presentations

Contact Us:

Location: Townsend Hall #130

Email: researchdays@kean.edu

Phone: 908-737-3461