



# LINDENWOOD

## Student Research Symposium & Exposition

### *Symposium Etiquette and Guidelines*

Professional symposia and conferences require a certain level of professional behavior among participants. In order to present yourself and your scholarly work in the best possible light, you should follow the guidelines listed below:

- Once you commit to the SRSE, you must be prepared to present; no-shows are strongly discouraged. If something unexpected will affect your participation or presentation, let the organizers know as soon as possible.
- On the day of your presentation, dress in business or business casual attire (no t-shirts, jeans, shorts, tennis shoes, etc.).
- All poster presentations should be mounted and displayed 30 minutes before the poster viewing “Open House” begins at 3:00.
- Arrive early to presentation sessions, especially if presenting. Presenters should be in their session room at least 5-10 minutes prior to the beginning of the session to load their presentation onto the computer.
- Be prepared to stay for your entire session, attend other presentations, and/or stand by your poster to participate in discussions (e.g., if your concurrent session begins at 2:00, you should be in your session room by 1:50 and plan to stay until 3:20 when the following presentations in your session are finished.).
- Wait until students are finished delivering presentations before entering a session room.
- You will be judged by Lindenwood faculty from a variety of disciplines. Be gracious as you present and thank the judges and the audience for attending your presentation or viewing your poster.
- All cellphones should be set to silent – no phones should be touched during student presentations.
- Students cannot sell or purchase any items at the event.
- Use the day to network and learn. Plan on attending other sessions to see what other Lindenwood students are doing.

Event Date & Time

**Wednesday, April 22, 2015**

2–8:00 p.m.

Registration 1:30 –2:30 p.m.

**Contact:**

Kendalynne Hohe  
Email: [SRSE@lindenwood.edu](mailto:SRSE@lindenwood.edu)  
SRSE Website: [www.lindenwood.edu/srse](http://www.lindenwood.edu/srse)

**Event Location:**

Lindenwood University (St. Charles campus)  
Spellmann Center  
St. Charles, MO