15th Annual Research Fair
Friday, February 8th, 2019
Noon-2:00 p.m.
FSU College of Medicine Atrium

Frequently Asked Questions

❖ Am I required to register for the 2019 Research Fair?
Yes, all participants are required to register through the Research Fair SharePoint site by completing the registration form. The deadline for registration is Friday, January 25th at 5:00 p.m.

❖ Can I register to present research conducted outside of the College of Medicine?
CoM students can present their research performed outside of CoM if they have a CoM employee sponsor or are otherwise engaged in an affiliated program with CoM at the time of the research to be able to present.

❖ Can undergraduates participate?
Yes, undergraduates working in CoM labs are allowed to participate. Undergraduates need to contact Megan O’Malley (Megan.Omalley@med.fsu.edu) directly to register, as they will not be able to access the registration site on MedNet.

❖ How do I design a research poster?
The CoM Office of Information Technology SharePoint site has tips on creating professional posters, poster templates, official FSU Seals image files, and directions for submitting a poster for printing. Posters are printed free of charge.

❖ What size should my poster be?
The Division of Research will provide 40” x 60” foam core poster boards. We strongly encourage you to print a 40” x 60” poster. Binder clips, push pins, poster boards and easels will be available for all poster displays the morning of the event.

❖ When should I bring my research poster to the CoM Atrium for display?
Check-in for the Research Fair will begin in the CoM Atrium as early as 8:00 a.m. on the day of the event. Posters should be displayed by 11:30 a.m.
How will I know where to display my poster in the College of Medicine atrium?
Display location is on a “first-come, first-served” basis. Easels and poster boards will be set-up by 8:00 a.m. on the day of the event. The layout of the easels and poster boards is designed so that all posters will be easily accessible and visible to those attending the fair.

How will I “present” my research?
We ask that presenters stand near their research posters from noon to 2:00 p.m. and be available to answer questions and share their research with attendees. Presenters are not required to stand in front of a large group and give a “speech.”

What else happens during the Research Fair?
We will serve a light, buffet lunch from noon to 2:00 p.m. at the Research Fair. Lunch for presenters will be available at 11:30 a.m. to accommodate the presentation start time at noon. CoM Communications will be taking photos of presenters during the fair, so it’s recommended to either eat before noon or wait until after the Fair.

How should I dress if I am presenting a poster?
“Business casual” dress with the CoM name badge is encouraged.

What happens to my poster after the Research Fair?
We ask that presenters take their posters down between 2:00pm and 2:30pm the day of the Fair. If you are not able to take your poster during that time, please contact Megan O’Malley to make alternate arrangements for poster pick-up. Any posters left in the atrium after the event that do not have alternate pick-up arrangements will be disposed.