

20th Annual College of Medicine Research Fair

Friday, February 9, 2024
11:30 a.m. – 1:30 p.m.
FSU College of Medicine Atrium

Frequently Asked Questions

- ❖ **Am I required to register for the 2024 Research Fair?**
All presenters are required to register through the [Research Fair SharePoint site](#) by completing the registration form. The deadline for registration is **Thursday, February 1 at 5 p.m.** There is no registration requirement for general attendees.
- ❖ **Who may present research at the CoM Research Fair?**
Current CoM students and faculty, current Toffler Scholars, and CTSA seed grant awardees may present posters at the Research Fair. Due to space limitations, we cannot accept presentation registrations from Clerkship Faculty, Courtesy Faculty, Residents, and non-CoM collaborators.
- ❖ **I am a CoM student. Can I register to present research conducted outside of the CoM?**
CoM students can present research they performed outside of CoM as long as it was conducted *while they were enrolled* in one of the FSU College of Medicine's graduate or professional programs.
- ❖ **Can undergraduates participate?**
Yes, undergraduates working in CoM labs are allowed to participate. Undergraduates need to contact Lucy Bastidas Vallejo (lucy.bastidas@med.fsu.edu) directly to register.
- ❖ **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 for CoM students and faculty free of charge.
- ❖ **What is the deadline to request my poster to be printed?**
Requests for poster printing should be submitted to CoM IT no later than **January 26 at 5:00 p.m.** Please understand that posters requested after this date may not be available in time for display at the Research Fair.
- ❖ **What size should my poster be?**
The Division of Research will provide 40" x 60" foam core poster boards; therefore, please print a 40" x 60" poster (landscape). 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 poster to the CoM atrium for display?**
Check-in for the Research Fair will begin in the CoM atrium at 8:00 a.m. on the day of the event. Posters should be displayed by 11:00 a.m.
- ❖ **How will I know where to display my poster in the CoM 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?**
Presenters should stand near their research posters from 11:30 a.m. to 1:30 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 formal presentation.
- ❖ **What else happens during the Research Fair?**
We will serve a light buffet lunch from 11:30 a.m. to 1:30 p.m. at the Research Fair. Lunch for presenters will be available at 11:00 a.m. to accommodate the presentation start time. CoM Communications will be taking photos of presenters during the fair, so presenters should eat before noon or wait until after the fair.
- ❖ **How should I dress if I am presenting a poster?**
Business casual dress and a name tag is encouraged.
- ❖ **What happens to my poster after the Research Fair?**
Presenters should take their posters down between 1:30 and 2:00 p.m. on the day of the fair. If you are not able to take your poster during that time, please contact [Lucy Bastidas Vallejo](#) 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 discarded.
- ❖ **Where should I park?**
Main campus students and faculty should park according to campus policy. If you are a registered presenter in need of parking assistance, please contact Lucy Bastidas Vallejo no later than **February 1 at 5:00 p.m.**