

21st Annual College of Medicine Research Fair

Friday, January 24, 2025

5:00 – 7:00 p.m.

FSU College of Medicine Atrium

Frequently Asked Questions

- ❖ **Am I required to register for the 2025 Research Fair?**
All presenters are required to register through the [Research Fair SharePoint site](#) by completing the registration form. The deadline for registration is *Friday, December 20 at 5:00 p.m.* There is no registration requirement for general attendees.
- ❖ **Who may present research at the CoM Research Fair?**
Current CoM students and faculty 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 (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 logo 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 *Wednesday, January 8 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.

- ❖ **When should I bring my poster to the CoM atrium for display?**
Easels and poster boards will be set up by 9:00 a.m. on the day of the fair. Posters should be displayed by 3:00 p.m.
- ❖ **How will I know where to display my poster in the CoM atrium?**
Display location is on a first-come, first-served basis beginning at 9:00 a.m. on the day of the fair. 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 5:00 to 7:00 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 formal presentation.
- ❖ **What else happens during the Research Fair?**
We will have a reception serving light bites and small plates from 5:00 to 7:00 p.m. at the Research Fair. CoM Communications will be taking photos of presenters during 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 at 7:00 p.m. on the day of the fair. If you are not able to take your poster during that time, please contact [Lucy Bastidas](#) 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 no later than *Friday, January 10 at 5:00 p.m.*