MAST CENTER RESEARCH PROJECT REPORTING REQUIREMENTS: Spring 2018

In order to facilitate the transfer of technical information from MAST Center research projects, all Center principal investigators as well as participating students and faculty must follow the reporting guidelines below.

IMPORTANT: EVERY page of a written report, oral report, or poster presentation MUST contain the words, "CONFIDENTIAL MATERIAL" in a header or footer on the page.

REGISTRATION FOR THE MEETING:

All PI's and students that are planning on attending the meeting should register once the electronic registration portal is open on www.mastcenter.org. The registration for faculty, post-doctoral researchers and students is free, please enter the code EDU into the discount code field on the registration screen. Please note that if you do not register for the conference, you will not be included in the catering and packet counts and thus will not be able to attend the meeting. Please contact Amber Friday-Brown if you need assistance in registering.

WRITTEN REPORTS:

The Center is required to provide IAB members with copies of the written project reports two weeks prior to the Center meeting.

1. All reports should be in PDF format, for ease of copying and transmission. If you cannot send the report in PDF format, please send it as a MS Word for PC document. Please **do not send MAC files**, as translation of formats to PC-compatible may cause difficulty.

2. A written report template has been provided for your use. For interim progress reports, please keep the length of your report to a range of 6-10 pages, including figures.

3. Please use the official MAST Center Project Title and Project Number in your reports. Please contact the MAST Center Office if you need this information.

4. Report files should be submitted electronically, and sent via the submission engine on the *Meetings* page of www.mastcenter.org. If you do not receive a confirmation email within 24 hours from the submission engine, please send an email to eafriday@uark.edu . You will also receive a confirmation email at the end of the submission period to confirm how many reports you have submitted.

5. The <mark>*deadline for receipt of <u>written</u> reports is 5 pm Central, Friday, April 6, 2018*.</mark> We regret that we will not be able to include any reports received after this deadline.

ORAL PRESENTATIONS:

<u>**Standard Presentations:**</u> Each MAST Center research project is subject to a 15-minute oral presentation (unless your project has been designated for a 5 minute presentation by your site director, see below) by a member of the project team with a 5 minute question and answer period on Monday, April 23, 2018. The presentation should highlight important research project developments. The Center strongly encourages presentations by the student member of the project team when at all possible. A template for the presentation that has been approved by the IAB for use by all presenters is attached to this message. *Use the attached template*, which incorporates the correct Center name. *Presentations not using the attached template will be sent back for correction.*

1. The time limit for your oral research update is 15 minutes, with a 5-minute period for questions from the IAB and 5 minutes for completion of the feedback forms. Please note that these time limits must be followed in order to accommodate all of the reports.
2. **If your presentation is a FINAL report, then the time limit is 20 minutes for the presentation, 5 minutes for questions and 5 minutes for** completion of the feedback forms**. Please note that some questions can be addressed at the poster session on Monday evening.**
3. All presentations will be loaded onto the Center Laptop, which is the only one that will be available for use. Due to time constraints, we cannot switch laptops during the presentation period.
4. *Please do not include* sound or video files with your presentation, there is no guarantee that every presentation computer will have the software to support them; and they will not transfer to the pdf format that we use for archiving the reports.
5. Report files should be submitted electronically, and sent via the submission engine on the Meetings page of www.mastcenter.org. If you do not receive a confirmation email within 24 hours from the submission engine, please send an email to eafriday@uark.edu.   You will also receive a confirmation email at the end of the submission period to confirm how many reports you have submitted. **Please send both a PowerPoint file and a pdf version of your file in separate submissions, because the submission engine will only upload one file per submission.**
6. The deadline for the presentations to be received by Amber Friday-Brown is ==*noon Central, Wednesday, April 18, 2018.*== The logistics accompanying the paperless format make this is a *hard deadline,* after which reports cannot be scheduled for presentation.
7. *Please make sure to check your presentation times on the presentation schedule in advance of coming to the meeting*—these schedules are available on the *Meetings* page of www.mastcenter.org as well as Basecamp.
8. The *only* time updating will be available after the deadline is during the Sunday evening welcome reception on **April 22, 2018.** Please see Amber Friday-Brown during this time to facilitate your updates.
9. At the request of the IAB, all presenters will be required to use a microphone for their presentations.

5 MINUTE ORAL PRESENTATIONS: If your project has been selected by your site director for a five minute "elevator pitch" presentation in conjunction with the poster session on Sunday, you will present on Sunday evening, April 22. This presentation will be followed by a 5-minute question and answer time. The templates, requirements and deadlines for submitting your presentation are the same as those in the *Existing Projects* section above. Those presenting on Sunday, will still be responsible for having a poster at the Monday session. Please see Poster Presentations explanation below.

POSTER PRESENTATIONS:

Poster presentations will be given in conjunction with the buffet dinner on Monday Evening, April 23, 2018. All projects are required to present a poster presentation, even projects that are submitting their Final Report. All posters will be displayed on Sunday and Monday evenings.

Please use the oral presentation template provided for your poster presentation.

Poster boards are 36" tall by 48" wide, and can accommodate a single poster of that size or 16 PowerPoint slides printed on regular 8.5 X 11" paper. Presenters may have up to two boards for their poster. Researchers should bring their poster information with them and assemble their posters with boards and

supplies provided at the meeting site at the direction of the Center Coordinator. Push pins or binder clips are the preferred method of attaching the posters to the poster boards since the boards need to be reused. Posters should be assembled on Monday morning before the first coffee break.

Please note that all poster presenters are responsible for putting up and taking down their posters at the end of the session—do NOT leave your poster for others to clean up!

MENTOR MEETINGS:

Mentor Meetings will take place in the late morning on Tuesday, April 24, 2018. Both PIs and students if in attendance at the meeting are expected to attend these meetings with their industry mentor. ***Please make sure to check your meeting time on the mentor meeting schedule in advance of coming to the meeting—***these schedules are available on the *Meetings* page of www.mastcenter.org.