

MAST CENTER RESEARCH PROJECT REPORTING REQUIREMENTS: Spring 2019

All principal investigators (PIs), students and faculty must follow the reporting guidelines below.

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

REGISTRATION FOR THE MEETING:

All participants including PIs, postdoctoral researchers, and students need to register through the electronic registration portal on www.mastcenter.org. Registration is free for faculty, postdoctoral researchers, and students. Please contact your site coordinator for information on registration and the free registration code. Please note in order to attend the meeting you *must* register. Please contact your site coordinator or Amber Friday-Brown at eafriday@uark.edu if you need assistance in registering.

WRITTEN REPORTS:

The Center is required to provide all Industrial Advisory Board (IAB) members with copies of the written project reports two weeks prior to the Center Meeting.

1. All reports should be in PDF format.
2. A written report template is available at www.mastcenter.org on the *Meetings* page as well as attached to this email. 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 Amber Friday-Brown at eafriday@uark.edu 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.
5. The **deadline for receipt of written reports is 5 pm central time, Friday, April 19, 2019.** We regret that we will not be able to include any reports received after this deadline.

ORAL PRESENTATIONS:

Project Update Presentations: Each oral presentation will be allotted **15-minutes**. Another 5 minutes is available for questions. These time limits will be strictly enforced. An additional 5 minutes is provided for the IAB to complete their on-line evaluation. All oral presentations will be on Monday May 6. The presentation should highlight important research project developments.

Final Project Presentations: If your presentation is a FINAL project oral presentation, you will have **20 minutes** for the presentation. Questions can be deferred to the poster session. An additional 5 minutes is provided for the IAB to complete their on-line evaluation.

5 MINUTE ORAL PRESENTATIONS: New projects and those selected by your site director for a **five-minute** presentation will be given on Sunday afternoon, May 5. An additional 5 minutes will be available for questions. The following guidelines should be adhered to for **NEW Project Oral Presentations:**

- Who? – Team/Investigators/MAST IAB Mentor/Other Contributors (1 slide)
- Why? – 1 slide on Background and Motivation for the Project
- What? – 1-2 slides describing data and research to date
- When? – Project schedule update (1 slide)
- Invitation to visit and discuss the student-prepared poster (1 slide)

Guidelines for ALL Oral Presentations:

1. A template for presentations has been approved by the IAB for use by all presenters is located on at www.mastcenter.org on the *Meetings* page as well as attached to this email.
Presentations not using the attached template will be sent back for correction.
2. 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 presentations.
3. No sound/video may be included in the 5-minute presentations due to the short nature of these presentations. You may include sound/video in update and final presentations. However, the format we are using is Windows Based. Please make sure your files are Microsoft compatible. Please visit <https://bit.ly/2BTNcVw> to review the system requirements for these types of files. If you have included sound/video in your presentation, you will need to check with Amber Friday-Brown at the start of the Sunday evening reception on **May 5, 2019** to ensure your sound and video are working.
4. Oral presentations should be submitted electronically 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. **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. Sound/video files should not be included in the PDF file.**
5. The deadline for the presentations to be received by Amber Friday-Brown is **noon central time, Wednesday, May 1, 2019**. Presentations submitted after this deadline cannot be included in the program.
6. ***Please make sure to check your presentation times on the presentation schedule in advance of coming to the meeting***—these schedules *will be* available on the *Meetings* page of www.mastcenter.org
7. The **only** opportunity to update interim and final oral presentations will be at the start of the Sunday evening welcome reception on **May 5, 2019**. Please see Amber Friday-Brown during this time.
8. All presenters are required to use a microphone for their presentations.
9. The Center strongly encourages presentations by the student member of the project team.

POSTER PRESENTATIONS:

Project poster presentations will be given in conjunction with the buffet dinner on Monday Evening, **May 6, 2019**. All projects (those that had 5-minute, interim and final presentations) are required to present a poster at the poster session.

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 will be allocated a single poster board. Presenters should bring their posters (we cannot print posters on site) with them and assemble the posters by lunch time on Monday, May 6. Push pins will be provided for attaching the posters to the poster boards.

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! Additionally, there will not be any equipment available to print your poster. Please bring your poster with you.

MENTOR MEETINGS:

Mentor Meetings will take place on Tuesday morning, **May 7, 2019**. The entire project team (PIs, students etc..) are expected to attend these meetings with their industry mentors. ***Please make sure to check your meeting time on the mentor meeting schedule in advance of coming to the meeting***—these schedules *will be* available on the *Meetings* page of www.mastcenter.org.