Inquiry Symposium 2017

Frequently Asked Questions

1. **What are the deadlines?**

Presenter Registration **3/20**	Abstract Submission **4/15**	Poster Submission **4/25**	ePosterpalooza! **5/3**

2. **What is the Inquiry Symposium?**
The Inquiry Symposium is an annual scientific poster presentation for students of all four UCSF schools. This year it will be held on **May 3, 2017.** The poster presentations are entirely digital.

3. **How is the event set up? Will I have to stand at my poster the whole time?**
You are not expected to stand at your poster for the entire event. Here is how it will work: The Symposium will be divided into two poster sessions, each lasting 60 minutes. There will be 10 "pods" in each session and 6 posters in each "pod". Each pod will be equipped with a 55" LCD screen and laptop. The digital posters will be displayed on the screen while the presenter gives his or her talk. Each presenter will be given 5 minutes to present their scientific poster and 5 minutes for questions and answers. Faculty will be assigned to each pod and will moderate the Q&A. There will be a "Meet and Greet" period after the two poster sessions have concluded where attendees will have the opportunity to browse the pods and engage presenters. Presenters are expected to stay for the duration of the event.

4. **When and where will the event be held?**
The Inquiry Symposium is held in the UCSF Millberry Union Gym on May 3, 2017 from 12:00-4:00pm.

5. **When do I have to register if I want to present a poster?**
Students from all four schools and five disciplines of UCSF are welcome to participate and present their work. **Presenter registration is required by March 20, 2017.** In order to present, you must submit your proposed poster title, collaborators/mentors, and research area. Changes to your poster, title, and content are simple to make online up to the final abstract and poster deadlines. Early presenter registration helps the planners of the Inquiry Symposium organize event details and logistics. For updates, please check the event website.

6. **What if I didn't register by the deadline? Can I still be a part of the event and present my poster?**
No. We expect all presenters to register for the event by midnight on March 20, 2017 P.S.T.

7. **Why am I being asked to write an abstract for the Inquiry Symposium?**
   Abstracts are required summaries of presentations, posters, publications and research studies. The focus of all abstracts is not the same, but the goal of literally abstracting the structured highlights of the overall presentation, poster, publication or research study is fairly universal. We believe that creating an abstract is an important part of the process of disseminating your work. The abstract will be displayed alongside your e-poster on the event website.

8. **After I register, when will I find out if my poster is accepted for the Inquiry Symposium?**
   There is not a competitive process for inclusion in the event. Anyone with a scientific poster to present who registers by the deadline will be allowed (and encouraged) to present their work.

9. **Is there an approval process for poster presentations?**
   Yes, all Pathways to Discovery learners must meet guidelines established by their Pathway Director before submitting their abstracts and posters.
   Non-Pathways to Discovery students are not required to meet specific requirements but should consult their project mentors during the submission process.

10. **Can I submit more than one poster?**
    Yes! However, you will need to present both posters during the event. Be sure to follow-up with the event coordinator, Christina Middleton (christina.middleton@ucsf.edu) to ensure your poster presentation times don't overlap.

11. **Will I be able to update my poster once I have submitted it the first time?**
    Yes! This is just one great bonus of using an electronic submission system. When a presenter submits their poster they will be assigned a unique ID and restricted access to their submission. Abstract text, poster title, author information and PDFs of posters can be updated until the final deadlines. Abstracts will be due on April 15th and final posters will be due by April 25th.

12. **Can I use Prezi or similar software to create a more interactive presentation?**
    Not this year. Participants will need to create static PDF versions of their scientific posters. All submissions must follow the specifications provided. Poster format guidelines will be distributed via email to the registered presenters.

13. **What are the size specifications?**
    All format, schedules, and submission details will be distributed via email to registered presenters in March.

14. **How will I submit my poster?**
    The submissions process will be done on-line using a third party vendor called SciGen/eposterslive.com. All registered participants will receive an individualized email with detailed instructions in March. Abstracts will be due on April 15th and final posters will be due by April 25th.

15. **My mentor may have warned me to be careful of posting our results on the internet, as it might negatively impact our ability to publish in a high impact journal. Do I need to worry about this?**
    The archive for the Inquiry Symposium will be available online, but will not be made available through open access data portals. Most publishers do not restrict sharing work during scholarly events, however, every presenter will have the option to embargo their submission from view online. The Inquiry Symposium website will be closed to the public and password protected prior to the event.

16. **What safeguards are in place to protect the intellectual property of the participants?**
    To embargo your poster from view online, the presenter must simply click a check-box during the submission process – that's it! Demonstration videos are available online. If a presenter erroneously opts in and is presented online, simply notify the event coordinator, Christina Middleton (christina.middleton@ucsf.edu), and it will be removed immediately.

17. **I am working as part of a group. We are presenting one poster. Will we all get credit for our work?**
    Excellent question! Just a quick note: If you are presenting one poster representing a group, please choose one person to be the lead presenter (Corresponding Author) and list the others as co-authors. *DO NOT register the same poster more than once.*   **Yes, you will all receive credit for your work.** Be sure to follow-up with the event coordinator, Christina Middleton (christina.middleton@ucsf.edu), and let her know you are working as a team.

    If within your group each person worked on a different aspect of the same project, it would be welcome to have each student present during the 5 minute allotted time. This is a decision to be made among your group.