# Request for Proposals: Flexible Format Student Research Topical Sessions – Msu Student Research Celebration

The Undergraduate Scholars Program is accepting proposals for **Flexible Format Topical Sessions** during the **Student Research Celebration** (April 13, 2018). Topical sessions provide an opportunity for students to present research and creative projects in a variety of formats including oral talks, panel discussions, film screenings, creative exhibitions, etc. The topical sessions will run concurrently with the Student Research Celebration poster session. Organizers have flexibility to customize the format and content of the session and are responsible for programming the sessions to encourage attendance and participation. Topical sessions may include volunteered and invited presentations at the organizers’ discretion. **Session** **applications are** **due Friday, March 2, 2018**.

**What are Flexible Format Topical Sessions?**

Flexible format topical sessions are 90-minute moderated sessions running concurrently with the Student Research Celebration poster session. Formats may include oral, performance, film, gallery exhibition, panel discussion or any other professional presentation format that is appropriate to your discipline and compatible with time and space constraints. Applications for sessions should reflect:

* A unified theme or focus (disciplinary or interdisciplinary)
* A focus on student (graduate or undergraduate) research/creative projects

**Who may submit proposals?**

Any legitimate academic or interest group at MSU may submit a proposal for a topical session including – but not limited to – departments, research centers, research groups, funding programs, and student organizations. We encourage graduate and undergraduate student involvement in moderating and/or organizing topical sessions.

**What are the responsibilities of session organizers?**

Session organizers are responsible for providing a moderator or panel, developing a plan to ensure adequate attendance, and recruiting/scheduling presentations. Please consider the following:

* Organizers must designate a moderator, panel, or host to manage the session (students, faculty and others may participate).
* Organizers are responsible for defining the format and scheduling presenters within the designated session.
* Undergraduate and/or graduate student participation in moderating/organizing is strongly encouraged, but not required.

**How will session proposals be evaluated?**

Proposals will be evaluated based on a well-defined focus, clearly articulated organizational plan, and ability to attract a sizable audience.

**How many topical sessions are available?**

We currently have space for up to *eight* topical sessions.

**What are the logistical details?**

* Sessions will be scheduled in conjunction with the MSU Student Research Celebration on April 13, 2018.
* Sessions will take place in SUB Conference Rooms 233/235.
* Sessions will be 90 minutes long; up to two consecutive sessions may be requested. A full list of available times is provided on the application form below.
* USP will coordinate with Conference Services to provide AV/presentation equipment and furnishings.

**Who do I contact for questions or more information?**

Please direct inquiries to the Undergraduate Scholars Program at [usp@montana.edu](mailto:usp@montana.edu) or 994-3561. The USP office is located in Gaines Hall 130-J.

**Instructions for Submission:**

Complete and return the application form (below) to [usp@montana.edu](mailto:usp@montana.edu). Applications are due by Friday, March 2, 2018.

# Application: Flexible-Format Topical Session

*Return via email to* [*usp@montana.edu*](mailto:usp@montana.edu) *by Friday, March 2, 2018. Direct questions to* [*usp@montana.edu*](mailto:usp@montana.edu) *or 994-3561.*

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| --- | --- |
| **Title of Session:** | |
| **Theme or Discipline:** | |
| **Format:** \_\_\_ Oral \_\_\_ Panel Discussion \_\_\_ Visual Art \_\_\_ Film \_\_\_ Music  \_\_\_ Other (describe): | |
| **Sponsoring Organization:** | |
| **Primary Contact Name:** | **Primary Contact Email:** |

**Requested Session Times -***Rank session times from 1 (most preferred) to 4 (least preferred):*

|  |
| --- |
| **AM:**  ­\_\_ Session 1 (9:00 am - 10:30 am) \_\_ Session 2 (11:00 am - 12:30 pm) |
| **PM:** \_\_ Session 3 (1:00 pm - 2:30 pm) \_\_ Session 2 (3:00 pm - 4:30 pm) |

**Primary Organizer(s)/Moderator(s):**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Department:** | **Email:** |
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**Presenters/Panel Members** *(if additional space is needed, please include an additional page with presenter/moderator information)***:**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Department:** | **Email:** |
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**Anticipated Attendance:**

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| **Please provide an estimate of the TOTAL number of participants in your session, including presenters, moderators & audience:** |

**Session Description:**

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| --- |
| **Briefly describe the proposed topical session. Please elaborate on the topic/theme, as well as the goals/motivation for providing students with this forum to present their work:** |

**Session Format:**

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| **Briefly describe the session format (oral presentations, panel discussion, multi-media, etc.). Please identify any special requirements/requests for equipment, room layout, etc.** |

**Advertising & Recruitment:**

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| **Briefly outline your plan to promote adequate attendance. How will you attract an audience? How will you encourage your audience to stay for multiple presentations?** |