REGISTRATION FORM - LEARNING & RESEARCH FAIR
Wednesday, April 12, 2017 - 10:00 a.m. - 2:00 p.m.

Name ___________________________________________ Email ___________________________________________
Project Advisor ___________________________ Phone # ___________________________________________

NOTE: Please complete a separate form for each topic to be presented.

Brief Description of Research/Teaching Innovation/Computer Application/Scholarship/Performance/Exhibition/Demonstration to be discussed or presented: (Abstracts for the Fair Program will be requested by email in mid-February.)

______________________________

DESIRED FORMAT:

___ Poster Session

___ Demonstration (possibly "hands-on" interaction)

___ Performance, Recital, Exhibition (15-30 minutes)

LOCATION:

MPR

TBA

Please indicate below what you think your needs will be. You will be contacted in mid February to submit your abstract, confirm needs, physical arrangements, and to ascertain time availability.

NEEDS - Please answer the following questions:

1. Please indicate how many 6 ft. tables you will need _____ (no more than five (5) tables per faculty member (space permitting)).

2. Will you need a poster board(s) to display your work? If so, how many _____? (1 poster board per 6 ft. table)
(The poster boards are 4' X 4' display units designed to sit on a table. Materials can be attached with staples, tacks, etc.)

3. Will you need any audio visual equipment? Please check appropriate item(s): TV/VCR ____ or Overhead Projector ____.

4. Will you be using a laptop computer for your presentation or demonstration? Yes ____ , No ____. If yes, will you require access to the internet? Yes _____ , No _____. If yes, does the laptop have wireless capabilities? Yes _____, No ______. Will you need an electrical outlet for your laptop? Yes _____, No _____. All presenters must provide their own computer.

5. Will you require an electrical outlet for any equipment not covered in questions 3 & 4 (i.e. microscope, CD player, etc.)? Yes _____, No _____.

Please return this form to Kathy Chapman, Research and Sponsored Programs Office, 233 Satterlee Hall. The registration deadline is Monday, February 6, 2017. If you have any questions, please contact Kathy Chapman at ext. 2537.

***NOTE***
The Center for Applied Learning, Center for Student Research will acknowledge some of the outstanding projects presented at the conclusion of the fair. Specific information about the Frederick B. Kilmer and Ram Chugh awards will be made available at the beginning of the Spring 2017 Semester. Please direct questions about the awards to Annie Butterfield at ext. 2507 or butterla@potsdam.edu.