

## Basic L&RF Guidelines-Day of Event

- The hall will be available starting at 9 am for presenters to set up their posters
- A map of the hall will be posted at the doorway entering the hall. Instructions will be provided to access a digital version of the map that is posted on the L&RF website
- (<https://sunypotsdamlandrf.org>). Copies of your abstract and titles of you presentation are posted on the website, also
- You will be assigned a numbered spot on a specific poster board. Tacks will be provided to hang your poster. If you requested a small table or access to an electrical outlet that should be available to you at your assigned spot. Water bottles will be provided for presenters.
- Please plan on being on site at your assigned spot between the hours of 10 am-2 pm (except for times you are obligated to be in class). L&RF is a chance to showcase your work and interact with interested attendees (faculty, staff, and your fellow students). Enjoy the event but also present yourself in a professional manner. If you have business cards, this is a time to bring them
- Staff members from the LoCAL will be visiting presenters to inform them about how to best to use our services as undergraduates and graduates.
- Be sure to promote L&RF by asking, begging, or bribing your friends, hallmates, and fellow majors to attend.

**Note:** Presenters who asked to be judged for prizes will be contacted separately about the judging process on Zoom

## Prize Categories

- Kilmer – Recipients of Kilmer Grants are automatically included (but must be judged to be eligible)
- Ram Chugh – North Country-related topics (to be determined by LoCAL)
- Provost's Award – Chosen from projects judged but not eligible for either Kilmer or Ram Chugh prizes
- Graduate Award – chosen from projects submitted by graduate students
- Outstanding Mentorship of Undergraduate Research – Chosen from faculty mentors of L&RF presenters