

## **Learning & Research Fair Initial Registration Guidelines**

1. Please complete a separate registration form for each presentation/project.
2. Presentations may be made by individual students, a team of students or a faculty member & student.
  - a. Faculty members with multiple teams presenting (this is usually a class project) should coordinate team submissions.

### **Team Information**

1. Please list one person as the main contact for your project. This may be a student or faculty member.
  - a. Include first and last name, email address, phone number and course & team name.
2. If this is a class project, the faculty member is preferable as a contact.
  - a. If there are multiple teams per class, please submit separate applications for each team/group.

**NOTE:** the main contact person will receive email notifications regarding your project and deadline dates.

### **Mentor Information**

1. List your mentors last and first name, and email address
  - a. If you have additional advisors, they can be added in the future

### **Project Information**

2. Please provide a brief description of your Research/Teaching Innovation/Computer Application/Scholarship/Performance/Exhibition/Demonstration.

Winners will be announced on campus social media and by email, posted on the Learning & Research Fair website, and our campus website.

Eligibility for the Frederick B. Kilmer and Ram Chugh awards will be determined later in the process.

Please direct questions about awards or the presentation process to [appliedlearning@potdam.edu](mailto:appliedlearning@potdam.edu)

