2027 HTCC

BUILDING BRIDGES RESEARCH CONFERENCE

STUDENT GUIDE

for Presenters & Moderators

For the April 17, 2027 Conference at
Cal State Univ. San Bernardino

Honors Transfer Council of California 2027 Conference Committee

Contact your college Honors Director for all deadlines

HTCC Conference Timeline

Date	Deadline
Early December	Submit abstract to your Honors Director by your college's internal deadline; your Honors Director will submit your abstract to HTCC ● Students may present in a maximum of two presentations if they are in different categories: oral presentation or performance (individual or group) and poster (individual or group) ○ Students cannot present 2 posters or 2 oral presentations ○ If students apply for two presentations, they must be on different topics ● Groups should designate one Corresponding Author who will be responsible for submitting the abstract, communicating with HTCC, and keeping all other group members apprised of those communications ● Priority is given to research conducted at the students' community college (or college district), under the guidance of a faculty member at their community college (or college district) ● See HTCC webpages on Preparing Your Abstract and the Abstract Scoring Rubric
Mid-January	Notifications sent by email ● Carefully read all emails from HTCC regarding your proposal; Corresponding Authors of groups should share information with faculty mentors and other group members
February 15	Presenter registration deadline ● All presenters (including each member of a group) must register for the conference by February 21; presenters who do not register by this deadline will not be included in the conference program ● Check with your Honors Director on deadlines for submissions for Outstanding Abstract Awards, Outstanding Poster Awards, and Exemplary Achievement Awards (see guidelines below) Moderators/Volunteers ● Students who are not presenting at the conference should reach out to your college's Honors Director to express interest in moderating or volunteering
Mid March	Moderator virtual training on Zoom ● Attendance is highly encouraged for moderators, but not required
April 17	HTCC Building Bridges Conference at CSU San Bernardino ● Family and friends may attend the conference to support you, but lunch is provided only for presenters and registered college attendees ● Event parking is available in parking lot D

Abstract Submission

Prepare to submit the following information to your Honors Director:

- Personal information
    - Full name
    - College email address
    - Phone number
- Faculty mentor's information (up to two mentors)
    - Full name
    - Email address
- Research
    - Subject area (business/econ, fine and performing arts, history, humanities/literature, math/computer science/engineering, biology/natural sciences, physical sciences, psychology, other social sciences)
    - Title
    - 25-word description for the conference program
    - 175- to 250-word abstract of research
    - Up to five scholarly sources used in the research
- Type of presentation: oral (individual or group), performance (individual or group), or poster (individual or group)
    - For groups, the names of people who will be presenting
        - Only one person should submit the abstract for the group; this student becomes the Corresponding Author and assumes complete responsibility for all communications with HTCC

Abstract Recommendations

- **Title and description**: The title and 25-word description are what conference attendees look at to decide whether they're going to attend your presentation. Be informative, creative, and interesting.
- **Method**: If you did your own fieldwork or original experiment, your abstract should make clear that you are describing your own research, not reporting on someone else's. This may mean writing the abstract in the first person even if that is not usual for your field. For example, "we divided the samples," not "the samples were divided," or "I interviewed 20 people," not "20 people were interviewed."
- **Sources**: Since you may submit only five sources, skip obvious ones. For example, if your paper is on Ray Bradbury's *Fahrenheit 451*, don't include that as a source. List the strongest primary and scholarly, peer-reviewed sources that supported your research; avoid textbooks and unauthored encyclopedias. Sources do not have to be mentioned in the abstract; however, if you do mention a source in the abstract, include it as one of the ones you submit.
- **Citations**: Use correct citations (MLA, APA, or Chicago, as appropriate) so that reviewers can find the source if they need to.

Types of Presentations

Each student may participate in up to two presentations if one of them is an oral presentation or performance and the other is a poster presentation.

Oral Presentations

Oral presentations are 12 minutes long, followed by 3 minutes of Q&A. Three to four oral presentations are grouped together into a panel at the conference. We make every effort to put similar topics or subjects together, and we also try to make sure different colleges are represented in each session.

Performances

Performances are 12 minutes long, followed by 3 minutes of Q&A. Abstract proposals for performances must have a research component. Presenters must bring whatever instruments or equipment they require.

Poster Presentations

There will be 2 poster sessions. Students are expected to remain by their posters for the entire session that they are assigned to.

Awards

At the conference, the HTCC recognizes both excellent research and exemplary achievement in honors overall.

Research Awards

Outstanding Abstract Awards are based on an extended abstract (300 to 400 words) submitted after the original 250-word abstract is accepted to the conference. Outstanding Abstract Awards are for students giving oral presentations or presentations; poster presenters may not apply for this award. Submit these extended abstracts to the Honors Director for approval; the Honors Directors submit them to HTCC. Check with your Honors Director for your college's deadline. At the latest, it will be sometime in February.

The Director's Award is selected from the Outstanding Abstract awards; there is no separate application. This award also honors a former director each year, as the honoree director presents the award to the student researcher.

Poster Awards are given in two categories: STEM and everything else. To be considered for a poster award, you must submit a PDF copy of your poster to your Honors Director by your college's internal deadline. At the latest, this will be in March. See the HTCC rubric for evaluating posters at this webpage. Poster awards are given on the basis of both the PDF submitted and the actual poster presentation at the conference.

Achievement Awards

Exemplary Achievement Awards

Each member college may submit up to two nominees for Exemplary Achievement Awards. These awards are not related to research; they are open to all students within an honors/scholars program that are transferring in the following fall semester. Multiple awards are given. Recipients must attend the conference.

Colleges establish their own internal deadline and process for determining which students are nominated, before forwarding up to two scholarship essay submissions to HTCC.

Scholarship essay submissions should be 350 to 500 words addressing some or all of the following award criteria:

1. Evidence of excellence or extraordinary improvement in scholarship, especially if related to performance in an honors/scholars program.
2. Progress toward specified personal goals or objectives, especially if accompanied by evidence of extraordinary commitment or perseverance in overcoming specified obstacles to success in college and/or in an honors/scholars program.
3. Extracurricular service to college or community, or extraordinary involvement in athletic or cultural activities, especially in leadership roles.

The Juan Lara Award

The Juan Lara Scholarship recipient is a student who has demonstrated outstanding growth and academic success brought about by involvement in a community college honors program. The Scholarship Committee selects the Juan Lara Award winner from the Exemplary Achievement Award nominations. HTCC's relationship with Dr. Lara was only one of the many educational partnerships he created for students in Southern California. More information on this beloved leader and mentor can be found here.

Publication

Selected abstracts from the conference are published, and abstracts from all types of presentations are eligible for publication. All award-winning abstracts are automatically published. Other students may submit 250-word abstracts for publication, using either their initial conference application abstract or a revised/updated version. Information on publication will be made available in spring.

Colleges may nominate up to 10 students to serve as moderators, who attend the conference at a reduced rate. The moderator role is great for encouraging students to participate in a conference environment when they're not yet ready to present.

In selecting moderators, preference is given to those who can attend the entire day. However, there are usually enough moderators that students will have at least one session free in which they can attend whatever presentations they want.

There will be more than one moderator, and often more than two moderators, per room. This allows for sharing of responsibilities. Those duties include introducing presenters, keeping time, running Q&A, asking gentle questions themselves if others don't appear, and, if necessary, working with conference staff in cases of technical problems.

The Moderator Coordinators make every effort to allocate moderators to sessions so that they
- are working with moderators from other colleges than their own,
- are working with presenters from other colleges than their own, and
- are working with presenters in areas related to their major.

The last is hardest to do, but the first two are important. We want students to have a cross-college experience, not moderate their friends' presentations!

Volunteers

Colleges may nominate up to 2 students to serve as volunteers, who attend the conference at a reduced rate. As with moderators, the volunteer role is great for encouraging students to participate in a conference environment when they're not yet ready to present.

In the morning, volunteers are needed to help direct attendees from the parking lots to the conference buildings, and to assist the organizers with tasks such as moving and setting up poster boards and tables. Throughout the day, they will provide general support. Therefore, it is essential that volunteers are available before the conference officially begins.

Conference Attire

There is no official dress code, but you can find excellent suggestions here for dressing at an academic conference; the site contains suggestions for men, women, and non-binary or genderqueer individuals.

The UC Riverside campus is not hilly, but you will be walking from one building to another, so make sure you'll be comfortable. The temperature in April in San Bernardino is usually in the high 70s. You can find an interactive map of CSUSB here.