2024 HTCC STUDENT RESEARCH CONFERENCE

Student Guide for

- *Presenters*
- *Moderators*

For the 2024 Conference at University of California, Riverside

HONORS TRANSFER COUNCIL OF CALIFORNIA
2024 Conference Committee

Contact your honors director for all deadlines.

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Calendar

Check with your honors director periodically and watch for HTCC emails about the conference to see if there are any changes to the following timeline.

Date	Your College
October and November	• Find out what your honors program's deadline is for submitting proposals. **You don't submit proposals directly to HTCC; your program does that.** • Work with your faculty mentor on drafting and revising your conference proposal. Use the help available on the HTCC website: https://www.honorstransfercouncil.org/abstracts https://www.honorstransfercouncil.org/abstract-scoring-rubric • You may submit two proposals if they are in different categories: - Oral presentation or performance (individual or group) - Poster (individual or group) You may be credited by others in an additional group presentation as a researcher, but you may not participate as a presenter, and you may not submit proposals for those groups. • **Groups:** If you are proposing a group presentation, decide with your faculty mentor and your fellow researchers which of you will be the Corresponding Author. That person will be responsible not only for submitting the proposal but also communicating with HTCC and keeping all other group members apprised of those communications. HTCC will not communicate with the other members of the group.

December	Submit your proposal to your honors director by the internal deadline. It is most likely in early December. **Check with your Honors/Scholars Director for your college's deadline**.
	
	Do not try to submit your abstract to HTCC yourself. All submissions other than those made by the director will be disqualified.
	
	Needed:
	• Your personal information
	    o Full name
	    o Email address (use your college email address if possible!)
	    o Phone number
	• Your faculty mentor's information (up to two mentors)
	    o Full name
	    o Email address (primary mentor only)

- Your research
  - Title
  - 25-word description for the conference program
  - 200-to-250-word abstract of research
  - Up to five academic sources used in the research.
- Type of presentation: Poster (Individual or Group), Performance (Individual or Group), Oral (Individual or Group)
  - For groups, only one person should submit a presentation. That student becomes the Corresponding Author and must assume complete responsibility for all communications from that point on.
  - For groups, the names of people who will be presenting.

Recommendations:

- The title and 25-word description are what attendees look at to decide whether they're going to attend your presentation. Be informative, creative, and interesting.

- 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.

- The sources you submit are those that supported your research. They 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.

- Use your strongest sources: primary and scholarly, peer-reviewed material. Avoid textbooks and unauthored encyclopedias.

- 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;" "I interviewed 20 people," not "20 people were interviewed."

- Use citation (MLA, APA, or Chicago, as appropriate) that is correct so that reviewers can find the source if they need to. They do often have to check things.

January	• **Carefully read the email from HTCC regarding your proposal.**
	If you do not receive a response by the end of the third week in January, contact your Honors director immediately.
	• Notify your faculty mentor and honors director of the decision you received. If you are in a group, remember that only one student is the contact for all correspondence with the HTCC, mentors, directors, and other group members.
	• If you are accepted, RSVP for the conference by February 16th. After that time, you will lose your slot.
	• **If accepted:**
	- Observe RSVP, registration, and other deadlines. Include this on upcoming transfer applications and, if you've applied for a UC campus, the January TAU due January 31st.
	- Consider applying for an Outstanding Abstract Award if yours is an oral presentation or performance. This requires an additional abstract, expanding on your first submission to 300-400 words. See https://www.honorstransfercouncil.org/awards-scholarships for details. This application is done through your honors program director with the approval of your faculty mentor(s). Check for the deadline at your college.
	- Consider applying for a Poster Award if yours is a poster. This requires submission of a PDF of your poster. This application is done through your honors program director with the approval of your faculty mentor(s). Check for the deadline at your college.
	- Begin refining your presentation, performance, or poster.
	• **If waitlisted:** If there is a waitlist and you have been placed on it, discuss this with your mentor and honors director.
	• **If not accepted or waitlisted:** If your proposal wasn't accepted this year, consider being a moderator. This will give you conference experience and help you build proposals in future. Honors directors may submit the names of up to 10 moderators. Contact your honors director if you're interested.

February	• **RSVP by February 16th** according to the directions in your email. All participants should RSVP.
	• Meet with your mentor(s) to put together your conference presentation and rehearse it. Your school may have rehearsals.
	• Finalize Outstanding Abstract and Exemplary Avhievement submissions according to your college's deadline.
March	• Finalize Poster Award submissions according to your college's deadline.
	• The registration deadline for friends and family who want to attend the conference is **March 8th**. Information on registration will be emailed in January.
Saturday, April 20	The conference!
May	Polish your 250-word abstract for publication in ***Building Bridges.*** Outstanding Abstract and Poster Award winners will be published automatically.

Presentation Eligibility

All research must be approved by a faculty mentor and done while the submitter was a student at the sponsoring college. A Conference Committee member may contact that mentor while considering the abstract if there are issues or questions. The rubric for evaluating abstracts is at https://www.honorstransfercouncil.org/abstract-scoring-rubric.

Types of Presentations

Oral presentations, performances, and poster presentations are allowed. All presentations may be individual or group. If a group, one of the student researchers must serve as a Corresponding Author. All communications with HTCC must be done by that student, who is then responsible for sharing information with the other presenters. If you are in a group, make sure the Corresponding Author is committed to this duty.

You may be part of two presentations only if one of them is a poster presentation.

Applying to all types of presentation uses the same form, which requires
- a title,
- a brief description of the research (10 to 25 words) for the conference program,
- an abstract (175 to 250 words), and
- up to five sources.

You should not attempt to squeeze in more sources. Instead, select your best five, emphasizing peer-reviewed scholarly sources or primary sources. Your faculty mentor can help select which sources best support the abstract. However, if a source is directly referred to within the abstract, that source should be included among those listed.

You also need to specify the subject area. This is not necessarily the class in which the work was done. For example, a paper on voting patterns is political science even if it was written in an English composition class.

Oral Presentations

Oral presentations are 12 minutes with 3 minutes for Q&A. Three to five oral presentations are grouped together into a panel at the conference. We make every effort to put similar topics or subjects together, but this is not always possible. We also try to make sure different colleges are represented in each session.

Performances

Performances are allowed, also generally 12 minutes with 3 minutes for Q&A. Proposals for performances must have a research component. Presenters must bring whatever instruments or equipment they require.

Posters

There may be multiple poster sessions or multiple rooms within one poster session. Students are expected to be by their posters for the entire session.

Awards

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

Research Awards

Outstanding Abstract 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. **Poster presenters may not apply for this award.** Submit these to the honors director for approval; the 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

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

Poster Awards

Posters are grouped into two categories for consideration of awards: 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. The rubric for evaluating posters is at https://www.honorstransfercouncil.org/poster-samples. 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 two nominees for Exemplary Achievement Awards. These awards are not related to research; they are open to all immediately transferring students within an honors/scholars program. Multiple awards are given. Recipients must attend the conference. Colleges establish their own internal deadline – again, at the latest, this will be in February – and process for determining which students are nominated.

Check with your honors director for the deadline to express your interest and to submit the required essay of 350-to-500 words addressing how you fulfill some or all of the 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: https://education.uci.edu/cfep-25-the-legacy-of-juan-francisco-lara.html.

Moderators

Colleges may nominate up to 10 students to serve as moderators, who attend the conference at a reduced rate. The moderator role may be for you if you want to participate in the conference but are 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. As a moderator, your duties include
- introducing presenters,
- timekeeping,
- running Q&A, and asking gentle questions yourself 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 you to have a cross-college experience! **Do not ask the moderator coordinator to change your assignment so that you can see certain presentations or certain people.**

As always, check with your director to find out the deadline to apply to be a moderator. And, as always, that deadline will be in February at the latest.

Publication

Selected abstracts from the conference are published. 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.

Abstracts from all types of presentations are eligible for publication.

Conference Dress

There is no official dress code, but you can find excellent suggestions here for dressing at an academic conference: https://fourwaves.com/blog/scientific-conference-what-to-wear/. It also 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 late April in Riverside is usually in the high 70s.

UC Riverside Map