

WIU Graduate Research Conference

Guidelines for Participation

Participation in the Graduate Research Conference (GRC) poster, podium, and performance sessions is open to all Western Illinois University graduate students. Participants must submit an abstract and participation information, which also confirms that they have read and understood these guidelines, by the published deadline. Please read the following and refer to the [Instructions for Abstract Submission](#) before submitting abstract and participation information. Students who submit an abstract agree to present if accepted.

Conference Professionalism

1. Be prepared to answer questions about your presentation.
2. Stay within your designated time limit.
3. Dress appropriately—business casual attire is appropriate for this event (performers should dress as is professional/appropriate to their performance).
4. Be prepared to have your photograph taken for newspapers, websites, etc.
5. Network with faculty, presenters, and other students at the conference—attend other sessions and ask questions.

Missing Classes

Arrangements for class absence must be made in advance of the Graduate Research Conference — please notify your instructors and make arrangements for missed classes or other obligations.

A Special Note to Those Doing Human Subjects Research

If you have questions about your compliance under federal guidelines regarding human, animal, or radiological research, please contact the IRB Administrator, at 309-298-1191 or IRBAdministrator@wiu.edu.

We look forward to seeing you and the results of your work at the Graduate Research Conference on April 3, 2026. The guidelines for each kind of presentation below (poster, podium, and performance) are intended to help you prepare for your presentation. Should you have any questions or comments regarding presentations, please contact your faculty mentor or Dr. Kishor Kapale, KT-Kapale@wiu.edu.

Poster Presentation

This method makes use of the poster format as the primary means for presenting your project. Quality in content, construction, and overall appearance

is paramount. Please follow poster presentation content conventions in your discipline (consult with your faculty mentor). Poster presenters should be prepared to give a brief overview of their work and to field questions.

Poster Dimensions/Requirements: Your poster should be brought to the event in a form that is ready to display. It must fit on the 3' tall x 4' wide tri-fold display board.

Equipment Needs and Guidelines: You will be provided with a 3' tall x 4' wide display board, a table, and binder-clips/push-pins to attach items to the display board. You will need to provide any other necessary supplies that your presentation requires. The use of laptops for enhancement of visual displays is encouraged; however, the employment of notebook computers should not replace the tri-fold poster, and you will need to provide your own laptop. Any supplemental, project-relevant visual information must fit on the poster table and should be coordinated to keep the presenter free to discuss the project with attendees. Audio should not be used. Although every effort will be made to locate laptop users near outlets, laptops should be brought fully charged to the conference.

Podium Presentation

The podium sessions are forums for oral presentations and may be supplemented by audio/visual expressions or multimedia aids. Presenters may submit solo or in coordination with others as part of a pre-formed panel. Presenters should plan on an hour for a panel session, to be divided equally among presenters, minus 15 minutes at the end of the session for all questions. Once notified of acceptance, presenters should coordinate and confirm their time limits. Those who submit solo will be assigned to a panel of three and notified accordingly. Presenters should be prepared to attend all the presentations within their session period and stay the duration.

Please follow podium/paper presentation conventions in your discipline. Consult your faculty mentor for direction in preparing your oral presentation. A podium and/or table with chairs will be provided for presenters.

Handouts: If you provide handouts for your audience, please bring at least 10 copies.

PowerPoint or Slide Presentations:

1. A laptop computer, a projector, and a screen will be provided. Presenters with other special equipment needs must make arrangements in advance of the conference and must indicate the nature of the equipment needs at the time when the proposal is submitted.
2. All presenters will need to load their presentation materials onto the laptop before the session begins.

3. Presenters should bring their own files with thumb drives at the time of their podium session as back up.

Performance Presentation

The performance sessions are forums for creative presentations and may be supplemented by audio/visual expressions or multimedia aids. Presenters may submit solo or in coordination with others as part of a pre-formed performance session. Each performance session will be scheduled for 60 minutes. This time includes set up, brief introduction, performance, and questions at the end for all presenters in the session. Once notified of acceptance, presenters should coordinate and confirm their time limits, including set up and introduction. Those who submit solo will be assigned to a session of two and notified accordingly. Presenters should be prepared to attend both performances within their session and stay the duration.

Please follow performance presentation conventions in your discipline. Consult your faculty mentor for direction in preparing your performance. All performances should begin with a brief introduction by the artist(s) that contextualizes the performance to follow.

Equipment Needs: A podium and/or piano will be supplied if requested. Presenters must arrange for all other equipment or instrument needs. Please indicate all special requirements in the submission form.