

CONFERENCE REGISTRATION INFORMATION



TABLE OF CONTENTS

IMPORTANT DATES AND GENERAL INFORMATION AT A GLANCE	1–4
STATEWIDE STUDENT CONFERENCE PLANNING COMMITTEE MEMBERS	5
▪ Invitation to Join Conference Subcommittees	5
TENTATIVE CONFERENCE SCHEDULE	6
CONFERENCE REGISTRATION FORMS & INSTRUCTIONS	<i>Attachment</i>
STUDENT AMBASSADOR PROGRAM AND NOMINATION PROCESS	7
T-SHIRT COMPETITION	8–9
▪ Design Guidelines and Submission Instructions	8
▪ T-Shirt Template	9

The information listed below was sent as electronic documents (*e-mail attachments*) in the month of November. **To print out additional copies of this information, please visit:**
www.stepforleaders.org.

STUDENT RESEARCH POSTER PRESENTATION COMPETITION

- Poster Presentation Competition Guidelines & Submission Process
- Abstract Format and Reference/Bibliography Checklist
- Poster Presentation Rubric

CALL FOR WORKSHOP PROPOSALS

- Workshop Proposal Guidelines and Submission Instructions

6TH ANNUAL COLLEGE FAIR

- College Fair Invitation Letter and Registration Form

Important Dates and General Conference Information at a Glance

Important Deadlines	Information	Additional Information
<p>January 18, 2013</p>	<p>Due Date for Workshop Proposals</p> <p>The committee is seeking professionals to present workshops at the conference. Presenters should focus on the following themes: academic achievement, preparation for college, technology etiquette (<i>i.e.</i>, cell phone, e-mail and social networks), financial literacy, peer pressure (<i>bullying</i>), self-esteem, internships, student responsibility, leadership skills, communication skills, setting goals, and personal success.</p> <p>***Information sent as an e-mail attachment on November 8, 2012.***</p>	<p>www.stepforleaders.org</p>
<p>January 18, 2013 by 4:00pm</p>	<p>Poster Abstracts for the Student Research Poster Competition</p> <ul style="list-style-type: none"> ▪ Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, a maximum of 3 posters from each institution will be accepted. ▪ All abstracts and lists of references/bibliographies must be submitted by 4:00pm Friday, January 18, 2013 via the ONLINE SUBMISSION PROCESS. ▪ Abstracts that are more than 150 words in length will not be accepted for the competition. Abstracts that exceed the 150 words length <u>will be eliminated from the competition.</u> ▪ Institutions should not submit more than 3 abstracts for the poster competition. Institutions that <u>exceed the submission limit will have all abstracts eliminated</u> from the competition. <p>***Information sent as e-mail attachments on November 14, 2012.***</p>	<p>www.stepforleaders.org</p>
<p>February 8, 2013</p>	<p>6th Annual College Fair Registration Deadline</p> <p>To increase the number of institutions participating in the 2013 STEP Student Conference College Fair on Saturday, March 9, 2013, STEP Programs paying the conference registration fee for attendees from <u>their institution will not be assessed an additional \$150.00</u> to have their Admissions Office participate in the fair. All non-registered institutions for the STEP Conference will have to <u>pay the \$150.00 fee in order to have their institution</u> participate in the fair.</p> <p>***Information sent as e-mail attachments on November 6, 2012.***</p>	<p>www.stepforleaders.org</p>

Important Deadlines	Information	Additional Information								
<p>Postmark Dates will determine Registration Fees.</p>	<p align="center">Conference Registration Rates</p> <p>The registration rate will be determined by the postmark date of the registration submission. Registration delivered to Syracuse University after February 8, 2013 will not be accepted. <i>Unfortunately, exceptions cannot be made for any institution.</i></p> <p>Registration Fees will ONLY be accepted in the form of INSTITUTIONAL CHECKS or Money Orders. <i>Personal Checks, Cash, and Credit Cards are not acceptable forms of payment.</i></p> <table border="1" data-bbox="399 600 1247 953"> <thead> <tr> <th data-bbox="399 600 829 709">REGISTRATION FEES AND DEADLINES</th> <th data-bbox="829 600 1247 709">2013 CONFERENCE REGISTRATION FEES (per person rate)</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 709 829 789"> Early Registration Fee (Postmarked By January 18, 2013) </td> <td data-bbox="829 709 1247 789"> \$155.00/per person </td> </tr> <tr> <td data-bbox="399 789 829 869"> Regular Registration Fee (Postmarked Before January 25, 2013) </td> <td data-bbox="829 789 1247 869"> \$175.00/per person </td> </tr> <tr> <td data-bbox="399 869 829 953"> Late Registration Fee (Postmarked Before February 8, 2013) </td> <td data-bbox="829 869 1247 953"> \$195.00/per person </td> </tr> </tbody> </table> <p>This fee does <i>not</i> cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations.</p> <p>The maximum number of registrants per institution is TWENTY (20). Registrants are composed of project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, project administrators' children and spouse, etc.</p>	REGISTRATION FEES AND DEADLINES	2013 CONFERENCE REGISTRATION FEES (per person rate)	Early Registration Fee (Postmarked By January 18, 2013)	\$155.00/per person	Regular Registration Fee (Postmarked Before January 25, 2013)	\$175.00/per person	Late Registration Fee (Postmarked Before February 8, 2013)	\$195.00/per person	<p align="center">Conference Registration Form <i>Attachment</i></p>
REGISTRATION FEES AND DEADLINES	2013 CONFERENCE REGISTRATION FEES (per person rate)									
Early Registration Fee (Postmarked By January 18, 2013)	\$155.00/per person									
Regular Registration Fee (Postmarked Before January 25, 2013)	\$175.00/per person									
Late Registration Fee (Postmarked Before February 8, 2013)	\$195.00/per person									
<p>February 8, 2013</p> <p>The last day to register for the 2013 Conference.</p>	<p align="center">Conference Registration Process</p> <p>STEP 1: Registration Fees Submit a completed registration packet (a total of 4 pages) with your registration fees (<i>institutional check or money order</i>) for a maximum of 20 participants directly to Syracuse University.</p> <p>STEP 2: Albany Marriott Hotel Reservation Form Submission The Albany Marriott Hotel Reservation Form will be emailed to institutions AFTER REGISTRATION FEES have been paid to Syracuse University. Each institution is responsible for registering all institution participants (<i>a maximum of 20 participants</i>) directly with the Albany Marriott Hotel by using the Hotel Reservation Form.</p>	<p align="center">Conference Registration Form <i>Attachment</i></p>								

Important Deadlines	Information	Additional Information												
<p>February 11, 2013</p> <p><i>The last day to register for the 2013 Conference at the Marriott Hotel.</i></p>	<p align="center">Albany Marriott Hotel Reservations Deadline</p> <p>Hotel Package Rates (per person) include the cost of the hotel stay and all the meals during the conference. Each institution is responsible for registering all students and staff attending under the institution <u>DIRECTLY</u> with the Albany Marriott Hotel.</p> <p align="center">Package plan</p> <p>Two Night Stay Arrival Friday, March 8, 2013 and Departure Sunday, March 10, 2013</p> <p>Five Meals Friday 3/8 – Dinner; Saturday 3/9 – Breakfast, Lunch, and Dinner; Sunday 3/10 – Breakfast</p> <p>Package Rates</p> <table border="1" data-bbox="412 720 1235 963"> <thead> <tr> <th>Per Person Rate with Tax</th> <th>Per Person Rate without Tax</th> </tr> </thead> <tbody> <tr> <td>Single Occupancy: \$417.76</td> <td>Single Occupancy: \$375.64</td> </tr> <tr> <td>Double Occupancy: \$290.08</td> <td>Double Occupancy: \$263.64</td> </tr> <tr> <td>Triple Occupancy: \$247.52</td> <td>Triple Occupancy: \$226.30</td> </tr> <tr> <td>Quad Occupancy: \$226.24</td> <td>Quad Occupancy: \$207.64</td> </tr> <tr> <td>Meals ONLY: \$162.40</td> <td>Meals ONLY: \$151.63</td> </tr> </tbody> </table> <p>**The <u>maximum number of occupants per hotel room is FOUR (4)</u>. Exceptions to the maximum number cannot be made for any institution.</p> <p><i>It is the responsibility of each institution to supply a copy of their respective organization's tax-exempt certificate to the Marriott Hotel. <u>This certificate must accompany the hotel reservation form</u> in order to receive tax-exempt status.</i></p>	Per Person Rate with Tax	Per Person Rate without Tax	Single Occupancy: \$417.76	Single Occupancy: \$375.64	Double Occupancy: \$290.08	Double Occupancy: \$263.64	Triple Occupancy: \$247.52	Triple Occupancy: \$226.30	Quad Occupancy: \$226.24	Quad Occupancy: \$207.64	Meals ONLY: \$162.40	Meals ONLY: \$151.63	<p><i>The Albany Marriott Hotel Reservation Form will be emailed to institutions</i></p> <p>AFTER REGISTRATION FEES have been paid to Syracuse University.</p>
Per Person Rate with Tax	Per Person Rate without Tax													
Single Occupancy: \$417.76	Single Occupancy: \$375.64													
Double Occupancy: \$290.08	Double Occupancy: \$263.64													
Triple Occupancy: \$247.52	Triple Occupancy: \$226.30													
Quad Occupancy: \$226.24	Quad Occupancy: \$207.64													
Meals ONLY: \$162.40	Meals ONLY: \$151.63													
<p>February 8, 2013</p> <p><i>Names of Student Ambassadors received after the February 8, 2013 deadline will not be accepted. Unfortunately, exceptions cannot be made for any institution.</i></p>	<p align="center">Student Ambassador Program and Nomination Process</p> <p>The STEP Statewide Student Conference is designed as a student-centered event. To make this design a reality, Project Administrators are asked to select ONE student to represent their institution during the conference via the online process. Unfortunately, exceptions will not be made to the one student ambassador per institution. Ambassadors will be able to assist the Conference Planning Committee in the areas listed below during the three-day conference:</p> <p>Introductions of Workshop Presenters and Keynote Speaker</p> <p>Social Events on Friday and Saturday Evenings</p> <p>6th Annual College Fair on Saturday Afternoon</p> <p>Poster Competition on Saturday Afternoon</p> <p>Celebratory Dinner on Saturday Evening</p> <p>Sunday Morning Program Awards Ceremony</p>	<p align="center">Page 7</p>												

<i>Important Deadlines</i>	<i>Information</i>	<i>Additional Information</i>
<p>February 15, 2013 by 11:59pm to</p> <p>Kim Overrocker koverrocker@mvcc.edu</p>	<p align="center">T-Shirt Design Competition Guidelines & Submission Instructions/Template</p> <p>To celebrate STEP Programs preparing Science, Technology, and Licensed Professionals, <i>STEP Students</i> are asked to design a t-shirt that promote and inspire the mission of the STEP Program. The winning t-shirt design will be used during the 16th Annual STEP Statewide Student Conference in March of 2014.</p> <p>Due to an increase in the number of students and institutions desiring to participate in the t-shirt design competition, only ONE DESIGN from each institution will be accepted.</p>	<p align="center">Pages 8—9</p>
	<p align="center">2014 Robotics Competition</p> <p>The Robotics Competition <u>WILL NOT TAKE</u> place during the 2013 STEP Statewide Student Conference. The competition will return in 2014!</p> <p>We thank each of you in advance for your cooperation and support as we work to define the competition guidelines for students' participation at the 2014 STEP Statewide Student Conference.</p>	

2013 STEP STATEWIDE STUDENT CONFERENCE PLANNING COMMITTEE

<i>Committee Members</i>	<i>Institutions</i>	<i>E-mail Addresses</i>	<i>Contact Numbers</i>	<i>Regions</i>
Everton Barrett PHOTOGRAPHY (CHAIR)	Borough of Manhattan Community College	Ebarrett@bmcc.cuny.edu	(212) 220-8000 Ext. 5059	Bronx Manhattan
Etwin Bowman ENTERTAINMENT (CO-CHAIR)	SUNY Albany	elbowman@albany.edu	(518) 442–9083	Capital District
Barbara Jones Jones STAFF PROFESSIONAL DEVELOPMENT (CHAIR)	Mercy College	bjones@mercy.edu	(914) 674–7204	Mid- Hudson
Renee Mapp ENTERTAINMENT (CO-CHAIR)	SUNY Buffalo Biomedical Program	Rmapp2@buffalo.edu	(716) 829-2813	Buffalo
Kim Overrocker STUDENT AMBASSADOR & T-SHIRT DESIGN COMPETITION (CHAIR)	Mohawk Valley Community College	koverrocker@mvcc.edu	(315) 792–5424	Central NY1
Cecelia M. Russo COLLEGE FAIR (CO-CHAIR)	St. John’s University	russoc@stjohns.edu	(718) 990–6667	Long Island
Mary Stickney COLLEGE FAIR (CO-CHAIR)	SUNY Potsdam	stickme@potdam.edu	(315) 267–2584	Northern New York
Claudine-Lonje A. Williams ENTERTAINMENT (CO-CHAIR)	New York University	clr2@nyu.edu	(212) 998-5665	Bronx Manhattan
Dr. Leonese Nelson	Syracuse University	lenelson@syr.edu	(315) 443–9171	Conference Chair

2013 STEP STATEWIDE STUDENT CONFERENCE SUBCOMMITTEES INVITATION

The success of the annual STEP Statewide Student Conference is due in part to the support, commitment, and dedication of Project Administrators from across the state. To garner this energy, subcommittees have been formed to assist with the implementation of the 2013 Conference. It is the Conference Planning Committee’s hope that each of you will volunteer to serve on one of these committees. To sign up for one of the committees, please **send an e-mail directly** to the Subcommittee Chair Person(s). The deadline to sign up to be a part of the subcommittees is **Friday, December 7, 2012.**

TENTATIVE CONFERENCE SCHEDULE

STEP Conference 2⁰13

Friday ~ March 8th

TIME	ACTIVITY
3:00pm ~ 7:30pm	Registration
4:15pm ~ 5:30pm	Student Concurrent Workshop Sessions
6:30pm ~ 8:30pm	STEP Pep Rally/Roll Call Buffet Dinner
9:00pm ~ 11:30pm	Coffee House/Talent Show/Games Student Entertainment
9:30pm ~ 11:30pm	APACS Reception

Saturday ~ March 9th

TIME	ACTIVITY
7:30am ~ 8:30am	Breakfast
8:30am ~ 8:45am	Plenary Session
8:45am—9:15am	Student Poster Display Setup
9:00am ~ 10:30am	Registration
9:30am ~ 11:00am	Poster Judges Meeting
9:30am ~ 12:00pm	Staff Professional Development Workshop
9:00am ~ 10:15am & 10:30am ~ 11:45am	Student Concurrent Workshop Sessions
12:20pm ~ 1:20pm	Lunch Buffet
1:15pm ~ 1:45pm	Setup for College Fair
1:30pm ~ 2:00pm	Setup for Student Research Poster Presentation
2:00pm ~ 4:00pm	6 th Annual College Fair
2:00pm ~ 5:00pm	Student Research Poster Presentations
6:30pm ~ 8:30pm	Celebratory Dinner Keynote Address
9:30pm ~ 12:00am	Student Entertainment

Sunday ~ March 10th

TIME	ACTIVITY
7:30am ~ 9:00am	Breakfast
8:30am ~ 10:30am	Awards Ceremony, T-Shirt Competition Winner, and Closing Plenary Session
10:30am ~ 11:30am	Check-Out



STEP STUDENT AMBASSADOR PROGRAM

The STEP Statewide Student Conference is designed as a *student-centered* event. To make this design a reality, Project Administrators are asked to select **ONE student** to represent their institution during the conference. This student should be someone who is *confident, articulate, and possess the ability* to act independently as well as work comfortably in group settings. We want every Ambassador to have the opportunity to represent their institution during the three-day conference, so please *do not submit* the names of more than one student.

During the 15th Annual STEP Statewide Student Conference, Student Ambassadors will **ASSIST** the 2013 STEP Statewide Student Conference Planning Committee with the following *Service Areas*:

- ✓ **Introductions**—[Keynote Speaker and Workshop Presenters on Friday Afternoon and Saturday]
- ✓ STEP Student **Pep Rally** on Friday Evening
- ✓ **Social Events** on Friday and Saturday Evenings
- ✓ 6th Annual **College Fair** on Saturday Afternoon
- ✓ Student **Research Poster and Robotics Competitions**—Saturday Afternoon
- ✓ **Saturday Dinner**—[Mistress and/or Master of Ceremony, Welcome, Introductions, etc.]
- ✓ **Sunday Morning Program**—[Awards Ceremony and Evaluations]
- ✓ All Ambassadors **will serve as ushers** during the Celebratory Dinner on Saturday Evening.

Once the conference schedule is set, Project Directors/Coordinators will receive student assignments and conference expectations as e-mail attachments. A **Mandatory Meeting for Student Ambassadors** will be held on **Friday, March 8, 2013 from 8:15pm to 9:00pm** (*tentative time*) in the Albany/Colonie Room. **Names emailed or faxed to either Mohawk Valley Community College or Syracuse University will not be considered for this year's conference.**

To complete the registration process, please copy or paste into your browser the link below and follow the instructions on the website:

<http://tinyurl.com/StudentAmForm>

The deadline to submit to names is **Friday, February 8, 2013**. Institutions *who fail to complete the registration form online* by the February 8th deadline will not have a student representative at the 2013 Conference; but will be eligible for participation at the 2014 STEP Statewide Student Conference.

Please **direct all calls and emails regarding the STEP Student Ambassador Program to **Kim Overrocker**—Mohawk Valley Community College at (315) 792—5424 or koverrocker@mvcc.edu



STEP STUDENT T-SHIRT DESIGN COMPETITION

Guidelines & Submission Instructions

DESIGN GUIDELINES

- Designs should celebrate STEP *student academic excellence*.
- Your design can only be on the Front **OR** the Back of the shirt your design must incorporate the statewide logo, which can be located in various formats at Stepforleaders.org.
- Your design **must be wholly original**. By submitting a design, you are guaranteeing that you hold rights to everything in it, and that it does not contain any copyright material. *Copyrighted material includes items found on the Internet, unless clearly marked as published under a creative commons (cc) license.*
- Designs will be judged on the following criteria:
 1. Concept/originality captures the spirit of the STEP Program mission
 2. Striking and recognizable design
 3. Visibility – eye-catching and visible from a reasonable distance
 4. Completeness of design – must be ready for print.

DESIGN SPECIFICATIONS

- It's best if you create your design in **Photoshop or Illustrator** or another professional design program. If you use another means to make your design, such as collage, your submission should be a pdf, tiff, jpeg, or png, or ai. The electronic entry should be **no more than 2MB**. We'll ask you for higher res files if you win. We suggest 300 dpi for the original file.
- Send it to koverrocker@mvcc.edu with the subject titled STEP Conference T-shirt Competition Entry. The attached file name must match your college or university. Designs ***may only be submitted*** by STEP Program Directors or Coordinators.
- Your design should contain a maximum of **two (2) colors** on a white shirt.
- If placement of graphic is important please use the *enclosed T-shirt template* otherwise, the design will be considered as if it's intended to be centered on the t-shirt.
- Your design can only be on the front or back of shirt of the shirt, and recommended to fit within the printable area shown on the templates. It is a 10" wide x 13" high rectangular area.
- Remember to **suggest the color** for the shirt.

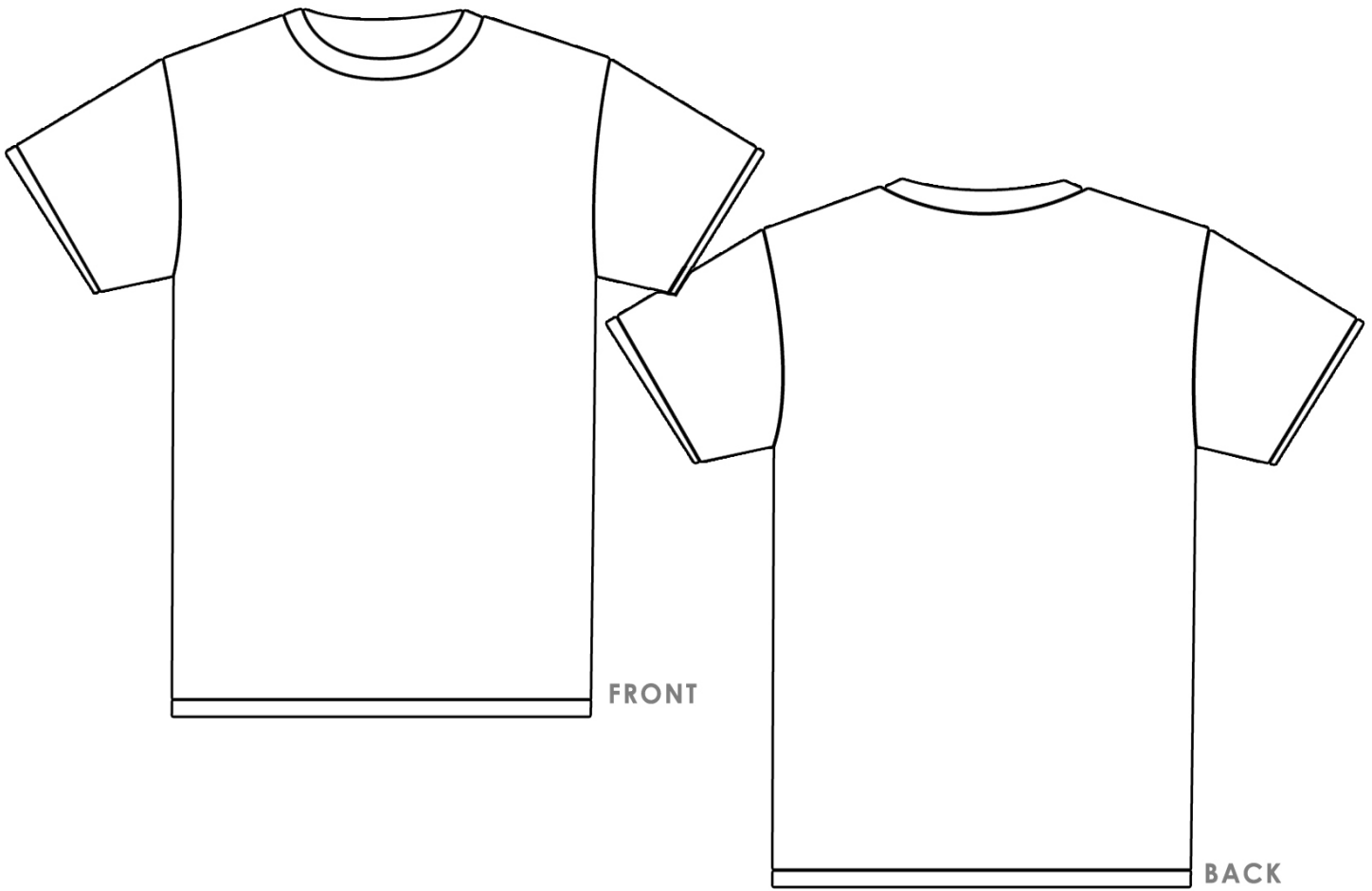
SUBMISSION AGREEMENT

- **Each institution is allowed 1 submission.**
- The Science and Technology Entry Program Conference Planning Committee will have first printing right rights to the winning design. By submitting, you agree that if your design wins, it can be used by the Science and Technology Entry Program (STEP) Conference Planning Committee on a t-shirt and other promotional items, including the STEP website.
- The winning design will be produced for the 16th Annual STEP Statewide Student Conference in March of 2014.
- The committee reserves the right to make adjustments to the winning design.
- **Designs must be submitted to Kim Overrocker by 11:59pm Friday, February 15, 2013.**
- The winner will be announced Sunday, March 10, 2013 during the Closing Plenary Session.
- By submitting, you are agreeing to all contest rules. ***Failure to adhere to the submission agreement*** will result in your design not being considered for the competition.

****Please direct all calls, emails, and questions regarding the T-Shirt Design Competition to: Kim Overrocker**

Mohawk Valley Community College
(315) 792–5424 or koverrocker@mvcc.edu

STEP STUDENT T-SHIRT DESIGN COMPETITION TEMPLATE





CONFERENCE REGISTRATION FORM

2013 STEP Statewide Student Conference ▪ Albany Marriott ▪ March 8, 2013 to March 10, 2013

INSTITUTION INFORMATION AND CONTACT PERSON

*Name:		
Position:		
Institution:		
Address:		
City:	State:	Zip Code:
Telephone Number:	Fax Number:	E-mail Address:

* This person will be considered the **PRIMARY CONTACT** for information pertaining to the conference.

REGISTRATION FEES PER INSTITUTION

Each conference attendee is required to pay a per person registration fee, which is *non-refundable*. This fee covers the costs associated with the keynote speaker, workshop presenters, poster presentation judges, conference books, conference bags, entertainment, and other conference related activities.

Please note: The **Albany Marriott Hotel Reservation Form will be emailed to institutions AFTER REGISTRATION FEES** have been paid to Syracuse University. **Each institution is responsible for registering all institution participants directly with the Albany Marriott Hotel.** This fee does *not* cover hotel/lodging. The conference does not pay for students and staffs' hotel accommodations.

REGISTRATION FEES AND DEADLINES	2013 CONFERENCE REGISTRATION FEES <i>(per person rate)</i>
Early Registration Fee <i>(Postmarked By January 18, 2013)</i>	\$155.00/per person
Regular Registration Fee <i>(Postmarked Before January 25, 2013)</i>	\$175.00/per person
Late Registration Fee <i>(Postmarked Before February 8, 2013)</i>	\$195.00/per person

- The **maximum number of registrants** per institution is twenty (20).
- The **registration rate will be determined by the postmark** date of the registration submission. **Registration delivered to Syracuse University after February 8, 2013 will not be accepted.**
- Registration forms submitted without full payment will **not be processed**.
- Registration fees will **ONLY** be accepted in the **FORM OF INSTITUTIONAL CHECKS** or Money Orders!
Personal checks, cash, and credit cards are not acceptable forms of payment.
- **Checks and money orders should be made payable to: Syracuse University STEP Conference**
- Payment should be mailed to: Dr. Leonese Nelson ▪ Syracuse University ▪ Office of College Prep Programs (STEP Program) 111 Waverly Avenue, Suite 230 ▪ Syracuse, New York, 13244

CONFERENCE REGISTRANT INFORMATION

Please note that the names listed in the following two sections are for conference registration purposes ONLY. These names will be used for name tags, conference materials (*such as bags and books*), and the student research poster competition. **We will not register your participants for hotel or lodging.** Please ensure that names are spelled correctly and are typed or legibly written.

STUDENT PARTICIPANT NAMES

There **must be one adult chaperone** for every 4 students registered by your institution. The **maximum number of registrants per institution** is TWENTY (20). Registrants are project administrators, grant administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, vice president, administrators' children and their spouses.

	First Name	Last Name	Gender	Poster Presenter	Grade in School	T-Shirt Sizes	Special Dietary Needs
1			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
2			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
3			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
4			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
5			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
6			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
7			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
8			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
9			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
10			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
11			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
12			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
13			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
14			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
15			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			
16			Female / Male <input type="checkbox"/> <input type="checkbox"/>	Yes / No <input type="checkbox"/> <input type="checkbox"/>			

*** **T-shirt Sizes:** {S = Small, M = Medium, L = Large, XL = Extra Large, 2XL, and 3XL.} ***

CONFERENCE REGISTRANT INFORMATION

Please note that the names listed in the following two sections are for conference registration purposes ONLY. These names will be used for name tags, conference materials (*such as bags and books*), and the student research poster competition. **We will not register your participants for hotel or lodging.** Please ensure that names are spelled correctly and are typed or legibly written.

PROFESSIONAL STAFF & GUEST NAMES

There **must be one adult chaperone** for every 4 students registered by your institution. The **maximum number of registrants per institution** is TWENTY (20). Registrants are project administrators, students, staff, parents, instructors, volunteers, chaperones, faculty sponsors, vice president, administrators' children and their spouses.

PROFESSIONAL STAFF & GUEST NAMES

	First Name	Last Name	Position with STEP Program	Title <small>(Dr., Mr., Mrs., or Ms.)</small>	Chaperone	T-Shirt Sizes	Special Dietary Needs
1					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
2					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
3					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
4					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
5					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
6					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
7					Yes / No <input type="checkbox"/> <input type="checkbox"/>		
8					Yes / No <input type="checkbox"/> <input type="checkbox"/>		

Please identify the following **Dietary Needs** next to Registrant Names. *Dietary needs include: peanut allergies, lactose intolerance, vegetarian, vegan, kosher diet, shellfish, etc.*

The maximum number of registrants per institution is TWENTY (20). There will be no exception to the maximum number of registrants per institution!

TRANSPORTATION PROFILE

(Each institution must complete and submit a Transportation Profile Form. *A completed registration packet includes this page!*)

1. Please indicate mode of transportation and the number of vehicles: (i.e. 2 buses, 1 van)

- Bus Number of Buses _____
- Van Number of Vans _____
- Car Number of Cars _____

2. Are you car pooling with another institution? Yes No

If yes, which one(s) _____

3. Estimated time of arrival on **Friday, March 8, 2013**: _____

** The hotel check in time is 4:00pm on Friday, March 8, 2013.

4. Estimated time of departure (*if later than 12:00pm on Sunday, March 10, 2013*): _____

CONFERENCE REGISTRATION PROCESS

STEP 1: Registration Fees

Please **print and send this completed form** with your registration fees (*institutional check or money order*) for a maximum of 20 participants directly to Syracuse University.

STEP 2: Albany Marriott Hotel Reservation Form Submission

The Albany Marriott Hotel Reservation Form will be emailed to institutions **AFTER REGISTRATION FEES have been paid to Syracuse University**. Each institution is responsible for registering all institution participants (a maximum of 20 participants) **directly with the Albany Marriott Hotel** by using the Hotel Reservation Form.

The maximum number of registrants per institution is TWENTY (20). There will be no exception to the maximum number of registrants per institution!

***Please retain a copy of this packet for your records!*



STEP STUDENT AMBASSADOR PROGRAM

The STEP Statewide Student Conference is designed as a *student-centered* event. To make this design a reality, Project Administrators are asked to select **ONE student** to represent their institution during the conference. This student should be someone who is *confident, articulate, and possess the ability* to act independently as well as work comfortably in group settings. We want every Ambassador to have the opportunity to represent their institution during the three-day conference, so please *do not submit* the names of more than one student.

During the 15th Annual STEP Statewide Student Conference, Student Ambassadors will **ASSIST** the 2013 STEP Statewide Student Conference Planning Committee with the following *Service Areas*:

- ✓ **Introductions**—[Keynote Speaker and Workshop Presenters on Friday Afternoon and Saturday]
- ✓ STEP Student **Pep Rally** on Friday Evening
- ✓ **Social Events** on Friday and Saturday Evenings
- ✓ 6th Annual **College Fair** on Saturday Afternoon
- ✓ Student **Research Poster and Robotics Competitions**—Saturday Afternoon
- ✓ **Saturday Dinner**—[Mistress and/or Master of Ceremony, Welcome, Introductions, etc.]
- ✓ **Sunday Morning Program**—[Awards Ceremony and Evaluations]
- ✓ All Ambassadors **will serve as ushers** during the Celebratory Dinner on Saturday Evening.

Once the conference schedule is set, Project Directors/Coordinators will receive student assignments and conference expectations as e-mail attachments. A **Mandatory Meeting for Student Ambassadors** will be held on **Friday, March 8, 2013 from 8:15pm to 9:00pm** (*tentative time*) in the Albany/Colonie Room. **Names emailed or faxed to either Mohawk Valley Community College or Syracuse University will not be considered for this year's conference.**

To complete the registration process, please copy or paste into your browser the link below and follow the instructions on the website:

<http://tinyurl.com/StudentAmForm>

The deadline to submit to names is **Friday, February 8, 2013**. Institutions *who fail to complete the registration form online* by the February 8th deadline will not have a student representative at the 2013 Conference; but will be eligible for participation at the 2014 STEP Statewide Student Conference.

Please **direct all calls and emails regarding the STEP Student Ambassador Program to **Kim Overrocker**—Mohawk Valley Community College at (315) 792—5424 or koverrocker@mvcc.edu



STEP STUDENT T-SHIRT DESIGN COMPETITION

Guidelines & Submission Instructions

DESIGN GUIDELINES

- Designs should celebrate STEP *student academic excellence*.
- Your design can only be on the Front **OR** the Back of the shirt your design must incorporate the statewide logo, which can be located in various formats at Stepforleaders.org.
- Your design **must be wholly original**. By submitting a design, you are guaranteeing that you hold rights to everything in it, and that it does not contain any copyright material. *Copyrighted material includes items found on the Internet, unless clearly marked as published under a creative commons (cc) license.*
- Designs will be judged on the following criteria:
 1. Concept/originality captures the spirit of the STEP Program mission
 2. Striking and recognizable design
 3. Visibility – eye-catching and visible from a reasonable distance
 4. Completeness of design – must be ready for print.

DESIGN SPECIFICATIONS

- It's best if you create your design in **Photoshop or Illustrator** or another professional design program. If you use another means to make your design, such as collage, your submission should be a pdf, tiff, jpeg, or png, or ai. The electronic entry should be **no more than 2MB**. We'll ask you for higher res files if you win. We suggest 300 dpi for the original file.
- Send it to koverrocker@mvcc.edu with the subject titled STEP Conference T-shirt Competition Entry. The attached file name must match your college or university. Designs ***may only be submitted*** by STEP Program Directors or Coordinators.
- Your design should contain a maximum of **two (2) colors** on a white shirt.
- If placement of graphic is important please use the *enclosed T-shirt template* otherwise, the design will be considered as if it's intended to be centered on the t-shirt.
- Your design can only be on the front or back of shirt of the shirt, and recommended to fit within the printable area shown on the templates. It is a 10" wide x 13" high rectangular area.
- Remember to **suggest the color** for the shirt.

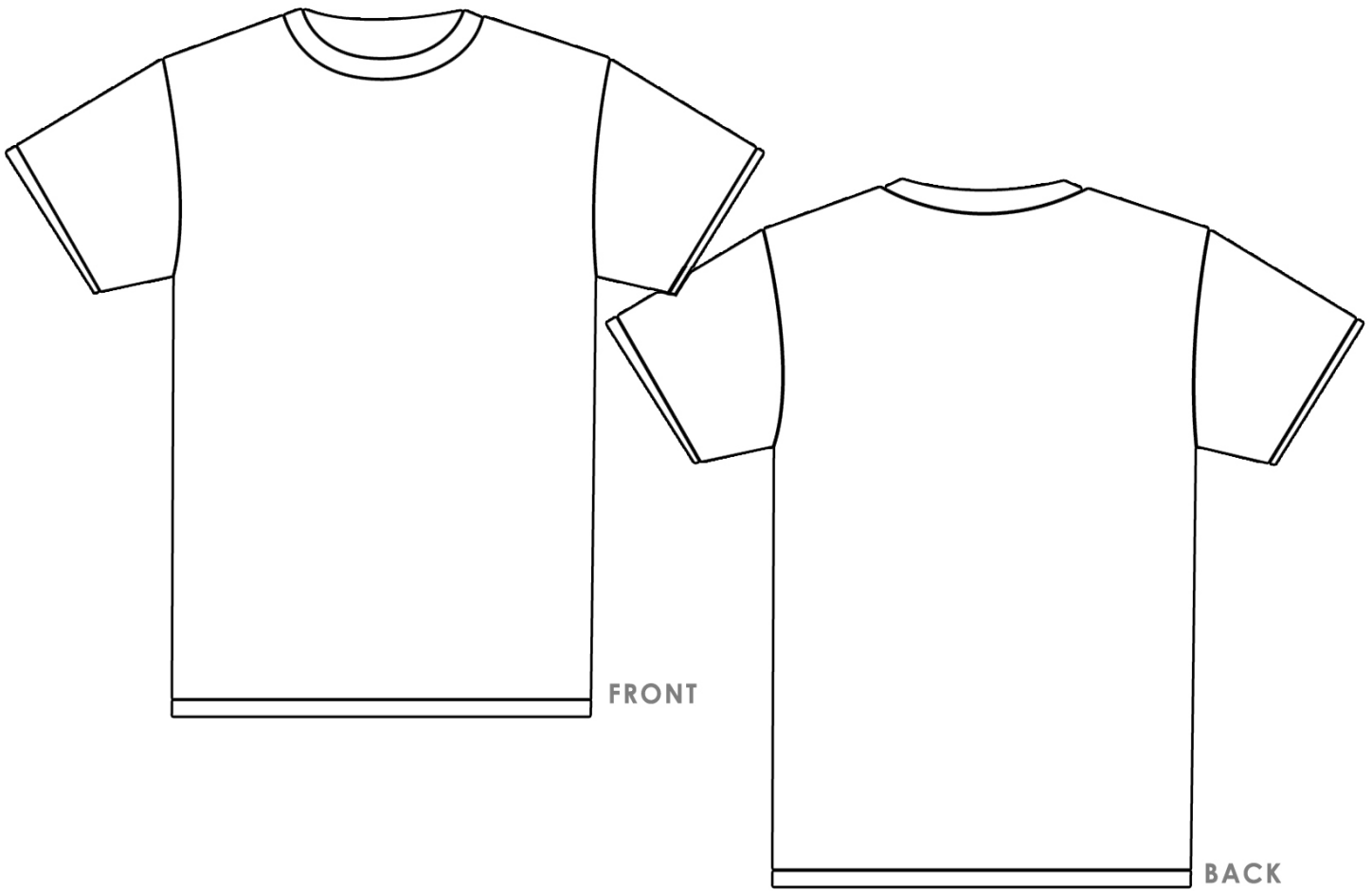
SUBMISSION AGREEMENT

- **Each institution is allowed 1 submission.**
- The Science and Technology Entry Program Conference Planning Committee will have first printing right rights to the winning design. By submitting, you agree that if your design wins, it can be used by the Science and Technology Entry Program (STEP) Conference Planning Committee on a t-shirt and other promotional items, including the STEP website.
- The winning design will be produced for the 16th Annual STEP Statewide Student Conference in March of 2014.
- The committee reserves the right to make adjustments to the winning design.
- **Designs must be submitted to Kim Overrocker by 11:59pm Friday, February 15, 2013.**
- The winner will be announced Sunday, March 10, 2013 during the Closing Plenary Session.
- By submitting, you are agreeing to all contest rules. ***Failure to adhere to the submission agreement*** will result in your design not being considered for the competition.

****Please direct all calls, emails, and questions regarding the T-Shirt Design Competition to: Kim Overrocker**

Mohawk Valley Community College
(315) 792–5424 or koverrocker@mvcc.edu

STEP STUDENT T-SHIRT DESIGN COMPETITION TEMPLATE





2013 STEP STATEWIDE STUDENT CONFERENCE STUDENT RESEARCH POSTER PRESENTATION GUIDELINES

Saturday, March 9, 2013
Albany Marriott ~ Albany, New York

The following criteria have been developed to guide the planning and development of student research poster presentations. **Please note that there will only be 90 poster abstracts accepted.** Due to an increase in the number of students and institutions desiring to participate in the poster presentation competition, **a maximum of 3 posters from each institution will be accepted.** Poster abstracts will be **accepted on a first come first serve basis** until all the spaces have been filled.

Students are strongly encouraged to conduct actual research before submitting a project for this competition. All abstracts must be submitted by 4:00pm Friday, January 18, 2013 via the ONLINE SUBMISSION PROCESS.

Institutions should not submit more than 3 abstracts for the poster competition. Institutions that exceed the submission entries limit of THREE (3) will have all of its posters/abstracts eliminated from the competition.

POSTER COMPETITION REGISTRATION AND ABSTRACT SUBMISSION PROCESS: STEP 1 OF 2

Poster Requirements

- A **poster display** is **mandatory** for the Student Research Poster Competition.
- 36 x 48 inches (Tri-fold Display Board) – Posters that exceed these measurements will have **FIVE (5) points deducted** from the final score.
- The display board should be freestanding.
- Each student is allowed a maximum of **ONE (1) POSTER**, and is responsible for **any special equipment** (*i.e. display boards, extension cords, laptops, I Pads, LCD Projector, Internet access, etc.*).

1. Abstract Information

- Each abstract should **not exceed 150 words in length**.
- Abstracts that are **more than 150 words in length will not** be accepted for the competition.
- Include presenter's name, co-presenters, project title, institution name, grade in school, Poster Abstract Number (**1, 2, or 3**) poster division (**see section 2A**), poster category (**see section 2B**), judging category (**see section 2C**), faculty sponsor, and abstract word count.
- Include a **problem statement, methods, materials, results, and conclusions**

The Basic Components of an Abstract

- (1) Problem Statement:
 - a. Why is this a relevant research project?
 - b. What practical, theoretical, or scientific gap is your research filling?
 - c. What is the problem or question to be addressed in the project?
- (2) Methods/Procedures:
 - a. What steps did you take to complete this research project?
 - b. What did you do to analyze your data?
- (3) Results/Findings:
 - a. As a result of completing the above procedures, what did you learn, invent or create?
- (4) Conclusion/Implications:
 - a. What were your research findings? What are the larger implications of your findings?

Please visit www.stepforleaders.org for examples of abstracts for posters presented during the 2012 STEP Statewide Student Conference Student Research Poster Competition Conference Booklet.



2013 STEP STATEWIDE STUDENT CONFERENCE
STUDENT RESEARCH POSTER PRESENTATION GUIDELINES

Saturday, March 9, 2013
Albany Marriott ~ Albany, New York

2. Online Registration and Abstract Submission Process

- Abstracts faxed, mailed, or emailed to Syracuse University's STEP Office *will not be accepted* for the student research poster competition.
- Project Administrators should complete the ONLINE SUBMISSION PROCESS. *Students, their parents, faculty mentors or teachers SHOULD NOT complete the online submission process.*
- **To complete the REGISTRATION PROCESS and to submit your POSTER ABSTRACT, please copy or paste into your browser the link below and follow the instructions on the website:**
- <http://tinyurl.com/StudentResearchPosterComp>
- Please ensure that the information is **entered accurately** (spelling, capitalization, punctuation, etc.). This is the information that will be used to compile the conference booklet and competition. Errors in submission will likely become errors in the publication and the competition.

2A. Poster Division

Posters will be judged in **THREE DIVISIONS**. Please select **one of the three divisions****:

- **Middle Division** – Students in grades 7 and 8.
 - **Junior Division** – Students in grades 9 and 10.
 - **Senior Division** – Students in grades 11 and 12.
- } Divisions *may be combined* based on the number of poster entries.

**** If multiple grade levels present a project, the division will be assigned based on the highest-grade level.**

2B. Category of Presentation

Students must **CHOOSE ONE** of the following **FIVE categories** for presentation entry. **Categories may be combined based on number of entries.**

(1) **Biological/Life Sciences**

Projects that investigate some aspect of life—Biology, Botany, Ecology, the Environment, Molecular and Cellular Biosciences, etc. [*Example: Genetics and Heredity or The Effect of Sound on Plants*]

(2) **Human Services**

Projects that study human conditions pertaining to diseases, families, children, safety, wellness, aging, human service agencies and the impact on the community, etc. [*Example: Health Department's Study about Bacterial Meningitis and teenagers*]

(3) **Physical Sciences**

Projects that research modern findings in Astronomy, Chemistry, Earth Science, Material Sciences, Physics, the history and policy of science, etc. [*Example: Observation of Freezing Rates of Water on Different Starting Temperatures*]

(4) **Social Sciences**

Projects that explore important subject matter in Anthropology, Sociology, Psychology, Political Science, History, Geography, etc. [*Example: Violence in Middle and High Schools or The Effects of the Media and Pop Culture on Students*]

(5) **Technology**

Projects that analyze technological advances such as robotics, fiber optics, computer science and programs, computer games, engineering, architect, engineering technology, Computer Aided Design (CAD), graphics, etc. [*Example: Virtual Homework Lockers for Students and Teachers*]

2013 STEP STATEWIDE STUDENT CONFERENCE
STUDENT RESEARCH POSTER PRESENTATION GUIDELINES

Saturday, March 9, 2013
Albany Marriott ~ Albany, New York

2C. Judging Criteria

There will be a team of judges for each category. Criteria for judging will include, but may not be limited to the items listed below.

Overall Project

- Statement of Purpose
- Documentation/Impact
- Significance/Impact
- Creativity or Initiative
- Methodology

Exhibit or Display (*A Poster Display is mandatory for the Student Research Poster Competition.*)

- Poster should be 36x48 inches (Tri-fold Display Board) – Posters that exceed these measurements will have **FIVE (5) points deducted from the final score.**
- Visual appearance of project display

Presenter's Oral Discussion of the Project

- 2 – 3 minute overview of project
- 2 – 3 minute question and answer session
- Presenters should **practice his/her presentation** to remain in the time limit.

Rating Scale

- Judges will use [THE ENCLOSED RUBIC](#) to rate students' presentations in the following areas:
 - Abstract
 - Research Design
 - Visual and Verbal Presentations
 - Conclusion
 - Bibliography/References

Failure to include a list of references will result in a **FIVE point deduction from the project.

REFERENCES/BIBLIOGRAPHY SUBMISSION PROCESS: STEP 2 OF 2

References/Bibliography

- Each student must provide a **list of references** that has been used to complete his/her project. Failure to include a list of references/bibliography will result in a **FIVE point** deduction from the project.
- References/Bibliography should be sent as a **PDF document** to stepconference@syr.edu by **4:00pm Friday, January 18, 2013**. No references and/or bibliographies will be accepted at the conference site in Albany.
- **A list of References/Bibliography:**
 - **Mailed, faxed, emailed or submitted** as Word documents to Syracuse University STEP Office will not be accepted for the competition.
 - Should be submitted for each poster abstract submitted for the Student Research Poster Competition.
 - **Be ONE (1) page, double-spaced, have one-inch margins, 12-point Times New Roman Font.**
 - Include the Primary Presenter's Name (Last Name, First Name), Co-Presenters Names (First Name, Last Name), Poster Title, Institution Name, Category and Division. (*Please **DO NOT INCLUDE THE ABSTRACT with the list of References/Bibliography.***)
 - **E-Mail Header should read:** References for Primary Presenters Last Name, First Name.
- When submitting a list of references/bibliography, please ensure that it appears in the format provided on **Page 4 of this document and that** the information is **TYPED CORRECTLY** (*spelling, capitalization, punctuation, etc.*).



2013 STEP STATEWIDE STUDENT CONFERENCE
STUDENT RESEARCH POSTER PRESENTATION GUIDELINES

Saturday, March 9, 2013
Albany Marriott ~ Albany, New York

REFERENCES/BIBLIOGRAPHY SUBMISSION FORMAT CHECKLIST

Each student must provide a **list of references** that has been used to complete his/her project. Failure to include a list of references/bibliography will result in a **FIVE point** deduction from the project.

References/Bibliography should be sent as a **PDF document** to stepconference@syr.edu by **4:00pm Friday, January 18, 2013**. No references and/or bibliographies will be accepted at the conference site in Albany.

To expedite the processing of references/bibliographies, students are strongly encouraged to include *all of the information* listed below in their submissions.

- ✓ Primary Poster Presenter's Name (Last Name, First Name)
- ✓ Co-Presenter(s) Names (First Name, Last Name)
- ✓ Institution Name
- ✓ Poster Division
 - Middle Division Students in grades 7 and 8.
 - Junior Division Students in grades 9 and 10.
 - Senior Division Students in grades 11 and 12
- ** If multiple grade levels present a project, the division will be assigned based on the highest-grade level.*
- ✓ Poster Category
 - Biological/Life Sciences
 - Human Services
 - Physical Sciences
 - Social Sciences
 - Technology
- ✓ Poster Presentation Title
- ✓ References/Bibliography Format
 - **A list of references/bibliography should be one (1) page, double-spaced, have one-inch margins, 12-point Times New Roman font.**
 - A list of references/bibliography should be submitted for each poster abstract entered in the Student Research Poster Presentation Competition.
 - Include the Primary Presenter's Name (Last Name, First Name), Co-Presenters Names (First Name, Last Name), Poster Title, Institution Name, Category and Division. (*Please **DO NOT INCLUDE THE ABSTRACT** with the list of References/Bibliography.*)
 - **E-Mail Header for PDF document should read: *References for Primary Presenters Last Name, First Name.***
 - **References mailed, faxed, emailed or submitted** as Word documents to Syracuse University STEP Office will not be accepted for the competition.
- ✓ Reminders

References/Bibliography should be sent as a **PDF document** to stepconference@syr.edu by **4:00pm Friday, January 18, 2013**. No references and/or bibliographies will be accepted at the conference site in Albany.

Saturday, March 9, 2013
Albany Marriott ~ Albany, New York

WHAT IS AN ABSTRACT?

An **ABSTRACT** is a brief summary of your project. It summarizes very clearly the main points of your experiment. Abstracts should include problem statement, methods, materials, results, and conclusions.

The Basic Components of an Abstract:

(1) **Problem Statement:**

- a. Why is this a relevant research project?
- b. What practical, theoretical, or scientific gap is your research filling?
- c. What is the problem or question to be addressed in the project?

(2) **Methods/Procedures:**

- a. What steps did you take to complete this research project?
- b. What did you do to analyze your data?

(3) **Results/Findings:**

- a. As a result of completing the above procedures, what did you learn, invent or create?

(4) **Conclusion/Implications:**

- a. What were your research findings? What are the larger implications of your findings?

SAMPLE ABSTRACT

Up and Down: Seasonal Temperature versus Sun Ray Angle

The **purpose of this project** was to find out whether the angle of the Sun's rays at noon affects seasonal temperatures. The experiments involved measuring the air temperature and the angle of the Sun's rays at noon during different seasons. This was done by recording air temperature and measuring the angle of shadows at noon on the first day of the month from October through April.

The **measurements confirmed my hypothesis** that as the angle of the Sun's rays decreases during the year, the outdoor temperature increases. These **findings** led me to believe that seasonal temperatures are the result of the difference in the angle of the Sun's rays. As the ray angle decreases, sunlight is more concentrated on an area, resulting in a higher temperature.

I discovered that during seasons with high temperatures, the angle of the Sun's rays is lower than during seasons with low temperatures.

Please visit www.stepforleaders.org for examples of abstracts for posters presented during the 2012 STEP Statewide Student Conference Student Research Poster Competition Conference Booklet.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
ABSTRACT GUIDELINES				
Format	Abstracts follow all formatting rules: 1 page, double-spaced, one-inch margins. Font size 12 in Times New Roman; Does not exceed 150 words; Includes: Presenters name, Grade in School, Institution Name, Abstract Number, & Project Title	One or two elements of formatting rules (see left) are incorrect	More than one or two elements of formatting rules (see left) are incorrect	The student did not follow several of the formatting rules.
CONTENT				
Introduction (What is the Objective and Scope of the Investigation?)	Describes the problem & why this work was needed; Makes connections between the problem, the context and the purpose of the investigation	Describes problem & why this work was needed. Makes connections between the problem, the context and the purpose of the investigation.	Description the problem but makes only implicit or superficial connections between the problem, the context and the purpose of the investigation.	Does not adequately describe the problem or why the work was needed; Does not make connections between the problem, the context and the purpose of the investigation.
Methods (Summary of what the student did)	Describes the method of research, study or analysis applied to the problem. Specific and concise.	Describes the method of research, study or analysis applied to the problem but lacks one or two relevant specifics or is wordy.	Describes the method of research, study or analysis applied to the problem but lacks more than two relevant details or is overly wordy.	Does not adequately describe the method of research, study or analysis applied to the problem.
Results (What were the principle findings?)	Summarizes the major results of the project. Specific and concise	Summarizes the major results of the project but lacks one or two specifics or is wordy.	Summarizes major results of the project but lacks more than two relevant specifics or is overly wordy.	Does not adequately report the major results of the project.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
<p>Discussion (What are the principle conclusions of the study?)</p>	<p>Provides an interpretation and relates results back to the problem; States the relevance, implications, or significance of the results to the broader context of the topic. Makes recommendations or states implications for future work.</p>	<p>Provides an interpretation and relates results back to the problem and to a broader context, but these sections may lack specifics or be overly wordy. Makes recommendations or states implications for future work.</p>	<p>Provides superficial or tangential interpretation of results. Attempts to relate results back to the problem and context but connections are superficial. May not make recommendations for future work.</p>	<p>Does not provide adequate interpretation of results and does not relate results back to the context or original problem. Does not make recommendations for future work.</p>

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
POSTER GUIDELINES				
CONTENT				
Introduction & Hypothesis	Background information was relevant and summarized well. Clear connections to previous literature and broader issues. Had a goal or a logical hypothesis that showed clear relevance. Broad impact beyond project clearly stated.	A logical hypothesis or goal was presented. Background information was relevant, but connections were not clear. Goal of project or a logical hypothesis was stated clearly, showed relevance beyond project.	A questionable hypothesis or project goal was presented. Background information was relevant, but connections were not made.	The hypothesis or goal was inappropriate or not stated. Little or no background information was included or connected.
Methods & Experimental Logic	Excellent choice of experimental methods to address hypothesis or goal of project.	Good choice of experimental methods to address hypothesis or project goal.	Method not appropriate to address hypothesis or goal of project.	Methods section insufficient or missing.
Procedures	Procedures were used correctly; Clear discussion and inclusion of controls or comparative groups	Procedures were used correctly; Adequate discussion of controls or comparative groups; lacks some controls or comparative groups.	Procedures were not always followed consistently; Controls or comparative groups not adequately described; some controls or comparative groups missing.	Procedures (if applicable) were not used correctly; Serious lack of controls or discussion of controls.
Results	Substantial amounts of high quality data presented; sufficient to address hypothesis. Presentation of data was clear, thorough and logical. Addresses potential problems and alternative approaches.	Substantial amounts of good data were presented; sufficient to address the hypothesis or goal of project. Presentation of data was clear and logical.	Adequate amounts of reasonably good data were presented to address hypothesis or project goals. Presentation of data was not entirely clear.	Some data were lacking, not fully sufficient to address hypothesis or project goal. Presentation of data was either not included or very unclear & difficult to comprehend.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
Discussion & Conclusions	Reasonable conclusions were given and strongly supported with evidence. Conclusion was connected to the project hypothesis and relevance in a wider context was discussed.	Reasonable conclusions were given and supported with evidence. Conclusion was connected to hypothesis but relevance was not discussed.	Reasonable conclusions were given. Conclusions were not compared to the hypothesis or project goal and their relevance was not discussed.	Loose or unsupported conclusions were given. Little or no connection to hypothesis or goal was apparent.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
VISUAL PRESENTATION				
Organization	All expected components are present, clearly laid out, and easy to follow in the absence of the presenter.	All components are present, but layout is crowded or confusing to follow in absence of presenter.	Most expected components are present, but layout is confusing to follow in the absence of the presenter.	Some of the expected components are present, but poorly laid out and confusing to follow.
Background and Graphics	Text is clear and readable at a distance of three feet. Background is unobtrusive. Figures and tables are appropriate and labeled correctly. Photos, tables and graphs improve understanding and enhance visual appeal.	Text is relatively clear & most is readable from a distance of three feet. Background is unobtrusive. Most figures and tables are appropriate and labeled correctly. Photos, tables and graphs improve understanding.	Text is relatively clear, but font may be distracting or too small to read at 3 feet. Background may be distracting. Figures and tables not always related to text, are not appropriate, or are poorly labeled. Photos, tables & graphs limited and do not improve understanding.	Text is hard to read due to font size or color. Background may be distracting. Figures and tables poorly done and do not relate to the text, are not appropriate or are poorly labeled. Visual aids are limited or absent & do not improve understanding.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
ORAL PRESENTATION GUIDELINES				
NON-VERBAL SKILLS				
Eye Contact	Holds attention of audience with the use of direct eye contact, seldom looks at notes.	Consistent use of direct eye contact with audience, but still returns to notes.	Minimal eye contact with audience, while reading mostly from the notes.	No eye contact with audience, as entire report is read from notes.
Body Language	Movements seem fluid and help the audience visualize.	Movements or gestures enhance articulation.	Very little movement or descriptive gestures.	No movement or descriptive gestures.
Poise	Student displays relaxed, self-confident nature, with no mistakes.	Makes minor mistakes, but quickly recovers from them; displays little or no tension.	Displays mild tension; has trouble recovering from mistakes.	Tension and nervousness is obvious; has trouble recovering from mistakes.
VERBAL SKILLS				
Enthusiasm	Demonstrates a strong, positive feeling about the topic during the entire presentation.	Occasionally shows positive feelings about the topic.	Shows some negativity toward the topic presented.	Shows absolutely no interest in the topic presented.
Elocution	Student uses a clear voice and correct, precise pronunciation of terms; All audience members can hear the presentation.	Student's voice is clear, & pronounces most words correctly. Most of audience can hear the presentation.	Student's voice is low; Incorrectly pronounces terms. Audience members have difficulty hearing presentation.	Student mumbles, incorrect pronunciation, speaks too quietly for most of audience to hear the presentation
CONTENT				
Subject Knowledge	Student demonstrates full knowledge; answers questions with explanations & elaboration.	Student is at ease with expected questions, does not elaborate on answers.	Student is uncomfortable with information; Able to answer only rudimentary questions.	Student does not have grasp of information; Cannot answer questions about subject.
Organization	Student presents information in logical, interesting sequence which follows the abstract. Helps audience understand relationships among ideas by using organization aids (announcing topics, transitions, summarizing).	Student presents information in logical sequence which follows the abstract. Audience has no difficulty understanding relationships among the ideas. The ideas in the message can outlined easily.	Organization is incoherent. Audience has difficulty following; Student jumps around and does not follow the abstract; Audience must make assumptions about relationships among ideas.	Audience cannot understand presentation because there is no clear sequence of information. The message is so disorganized the audience cannot understand most of the message.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
Awareness of Audience	Significantly increases audience understanding and knowledge of topic; Effectively convinces an audience to recognize the validity of a point of view.	Raises audience understanding & awareness of most points; Clear point of view, development or support is inconclusive or incomplete.	Raises audience understanding and knowledge of some points. Point of view may be clear, but lacks development or support.	Fails to increase audience understanding of knowledge of topic; Fails to effectively convince the audience.
GENERAL GUIDELINES APPLYING TO ENTIRE SUBMISSION				
Clarity, Spelling, and Grammar	All elements of the submission are well organized. Contains no errors in spelling or grammar. Defines all acronyms at their first use.	A few elements of the submission are somewhat disorganized. Contains one or two errors in spelling or grammar. Does not define one or two acronyms at first use.	The submission lacks general organization. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.	The submission is completely unclear: there are missing sections, several points are not clearly described. Contains more than two errors in spelling or grammar Does not define more than two acronyms at their first use.
CONTENT				
Authorship	The student is primarily responsible for the work presented.	Student is mostly responsible for the work but outside assistance is apparent.	Student is only partially responsible for the work presented.	The student is largely not responsible for the work presented.
Accuracy	All content throughout the presentation is accurate. There are no factual errors.	Most of the content is accurate but there is one piece of information that seems inaccurate.	The content is generally accurate, but one piece of information is clearly inaccurate.	Content confusing or contains more than one factual error.
Comprehensiveness	Project includes all material needed to give a good understanding of the topic. Presentation corresponds to academic area selected.	Project is lacking one or two key elements. Presentation corresponds to academic area selected.	Project is missing more than two key elements.	Project is lacking several key elements and has inaccuracies.
Coherence	All content is carefully chosen to develop the student's thesis. There is no extraneous information.	Content is carefully chosen to develop the student's thesis. There may be a few extraneous points	Some content is not consistent with the student's thesis. There is a moderate amount of extraneous information.	Most content is inconsistent with the student's thesis and is difficult to follow because there is so much extraneous information.

STEP Student Research Poster Presentation Rubric

CATEGORY	4 = Excellent	3 = Good	2 = Satisfactory	1 = Needs Improvement
References/ Bibliography	Information is supported by authentic print resources; All resources are cited correctly, using a consistent format.	One or two references are missing or reference formats are inconsistent.	More than two references are missing or information is cited using the incorrect format.	Very few (or no) references are provided to support the information presented.
Originality and Creativity	Excellent original thinking or creative innovation of technique. Very original presentation of material; Captures audience's attention.	Good original thinking and creativity; Good variety and blending of materials & media	Minimal original thinking or creativity. Little or no variation; material presented with little originality or interpretation	No original thinking or creativity. Repetitive with little or no variety; insufficient use of materials or media



CALL FOR WORKSHOP PROPOSALS

15th Annual STEP Statewide Student Conference

March 8, 2013 to March 10, 2013 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

The Science and Technology Entry Program (STEP) is comprised of 51 colleges and universities across New York State, and one of its many purposes is to introduce students to practical experience in the scientific, technical, and health-related fields, and to prepare students for the rigors of college and beyond. Over 400 students and 125 program directors/advisors regularly attend the conference. Do not miss the opportunity to share valuable information in a forum that allows access to students and staff across New York State who helped to garner the *2003 Presidential Award for Excellence in Science, Mathematics, and Engineering Mentorship (PAESMEM)*! More information about this award winning program may be found on the New York State Education Department's website at <http://www.highered.nysed.gov/kiap/step> or www.stepforleaders.org

CONFERENCE TOPICS

This year's STEP Conference will emphasize the importance of planning ahead, being persistent, and staying focused. Suggested topics include, but are not limited to: *academic achievement, preparation for college, technology etiquette (i.e., cell phone, e-mail and social networks), financial literacy, peer pressure (bullying), self-esteem, internships, student responsibility, leadership skills, communication skills, setting goals, time and stress management, and personal success.* Workshops will take place on either **Friday, March 8, 2013** or **Saturday, March 9, 2013**, with each convening for **75 minutes**.

SPECIFICATIONS FOR WORKSHOP PROPOSALS & **ONLINE** SUBMISSION PROCESS

Workshop proposals should: (1) be relevant to the conference theme and student population (middle and high school students); (2) **not exceed 150 words in length**; (3) be **submitted electronically** by **Friday, January 18, 2013** (refer to the link listed below); and (4) be submitted as an abstract that includes the presenter's name, co-presenter's name, mailing address, work telephone number, home telephone number, fax number, e-mail address, business or academic affiliation, workshop title, and a list of needed audio-visual equipments (e.g. overhead projector, LCD projector, easel/flip chart, microphone, TV or VCR). *The conference does not provide laptops or iPads. Workshop presenters are responsible for bringing their own laptops or iPads.* **Proposals mailed, emailed or faxed to Syracuse University will not be considered for this year's conference.**

To complete the registration process and to submit your workshop abstract, please copy or paste into your browser the link below and follow the instructions on the website:

[Workshop Proposal](#) or <http://tinyurl.com/STEPWorkshopProp>

--Presenters should submit a maximum of TWO workshop proposals for review and consideration by the 2013 STEP Statewide Student Conference Planning Committee.

****Selected workshop presenters will receive hotel accommodations, meals, and an honorarium.****

***Note: This does not apply to STEP Program Administrators.*

PROPOSALS are DUE **January 18, 2013** with *electronic notification* by **February 8, 2013**.

For more information, please contact:

Dr. Leonese Nelson, Conference Chair—Syracuse University
Phone: 315-443-9171 Email: lenelson@syr.edu or
stepconference@syr.edu



15th Annual STEP Statewide Student Conference

March 8, 2013 to March 10, 2013 Albany Marriott ~ Albany, New York

Hosted by the New York State Education Department and Syracuse University

6TH ANNUAL COLLEGE FAIR

The Science and Technology Entry Program (STEP) of New York State invites **College Representatives** to attend a **College Fair** at our March statewide student conference! The College Fair will be one of the many exciting events that will take place during the **14th Annual STEP Statewide Student Conference from March 8, 2013 to March 10, 2013, at the Marriott Hotel in Albany, New York—189 Wolf Road—Albany, New York 12205—(518) 458-8444.**

STEP is comprised of 51 colleges and universities across New York State, and one of its many purposes is to provide middle and high school students with practical experience in the scientific, technical, and health-related fields, and to prepare students for the rigors of college and beyond. Over 400 students and 125 program directors/advisors regularly attend the conference. Do not miss this opportunity to share valuable information about your institution in a forum that captures the attention of perspective students and staff across New York State, those of whom helped to garner the *2003 Presidential Award for Excellence in Science, Mathematics, and Engineering Mentorship (PAESMEM)*! More information about this award winning program may be found on the New York State Education Department's website at <http://www.highered.nysed.gov/kiap/step> or www.stepforleaders.org

The College Fair will be held on Saturday, March 9, 2013, from 2:00pm to 4:00pm. Set-up for the fair will be from 1:15pm to 1:45pm. The cost of providing valuable and timely information to this critical mass of students and project administrators is \$150.00. *(This fee does not include hotel costs or transportation to and from the conference site in Albany, New York).*

To increase the number of institutions participating in the 6th Annual College Fair at the STEP Statewide Student Conference, **STEP Programs paying the conference registration fee for attendees from their institution will not be assessed an additional \$150.00 to have their admissions office participate in the fair. All non-registered institutions for the STEP Conference will have to pay the \$150.00 fee to have their institution participate in the fair.**

Please notify the conference committee of your institution's intent to participate in this event by faxing or e-mailing the enclosed form by **February 8, 2013 to Dr. Leonese Nelson** at (315) 443-6721 (fax number) or stepconference@syr.edu (preferred method).

Please make all checks payable to *Syracuse University*, and mail to:

Dr. Leonese Nelson, Conference Chair
Office of College Preparation Programs
Science and Technology Entry Program (STEP)
111 Waverly Avenue, Suite 220
Syracuse, New York 13244
(315) 443-9171

For additional information about the fair, please contact one of the College Fair Sub-Committee Co-chairs for additional information.

2013 STEP STATEWIDE STUDENT CONFERENCE COLLEGE FAIR SUB-COMMITTEE CO-CHAIRS:

Cecelia Russo	St. John's University	russoc@stjohns.edu	(718) 990-6667
Mary Stickney	SUNY Potsdam	sticknme@potdam.edu	(315) 267-2584



15th Annual STEP Statewide Student Conference

March 8, 2013 to March 10, 2013 Albany Marriott ~ Albany, New York
Hosted by the New York State Education Department and Syracuse University

6TH ANNUAL COLLEGE FAIR REGISTRATION FORM

Institution Name _____

*Name of Representative Attending College Fair: _____

** This name will be included in the conference book.

Representative's Title _____

Mailing Address _____

School's/Program's Website URL: _____

E-Mail _____ Telephone _____ FAX _____

(All further correspondence will be via e-mail.)

The **College Fair** will be held at the Marriott Hotel in Albany, New York on **Saturday, March 9, 2013 from 2:00pm to 4:00pm**. **Set-up** for the fair will be from 1:15pm to 1:45pm.

REGISTRATION INFORMATION:

{ } Please register our school for the STEP College Fair — **Saturday, March 9, 2013**.

My institution's STEP Program has submitted its conference registration fees, which covers my fee.

STEP Program Director/Coordinator's Name: _____ Telephone Number: _____

{ } Please register our school for the STEP College Fair — **Saturday, March 9, 2013**.

I have enclosed the non-refundable registration fee of \$150.00 payable to Syracuse University.

{ } Please register our school for the STEP College Fair — **Saturday, March 9, 2013**.

My institution's non-refundable registration fee of \$150.00 will follow before the February 8, 2013 deadline.

Registration is **NOT** confirmed until the fee is paid. The **official registration deadline is February 8, 2013**, but we encourage early registration, as this event may fill before the deadline.

Submit Registration Forms by February 8, 2013 to:

(1) FAX # 315-443-6721

Attention: STEP Statewide Student Conference College Fair

(2) E-mail as a PDF document
(Preferred Method)

stepconference@syr.edu Subject: STEP Statewide Student Conference College Fair

Checks should be made payable:
Mailed to:

Syracuse University
Dr. Leonese Nelson ▪ Syracuse University ▪ Office of College Preparation Programs
(STEP Program) ▪ 111 Waverly Avenue, Suite 230 ▪ Syracuse, New York, 13244
▪ lenelson@syr.edu ▪

For additional information, please contact one of the College Fair Sub-Committee Co-chairs.

2013 STEP STATEWIDE STUDENT CONFERENCE COLLEGE FAIR SUB-COMMITTEE CO-CHAIRS:

Cecelia Russo St. John's University russoc@stjohns.edu (718) 990-6667

Mary Stickney SUNY Potsdam sticknme@potsdam.edu (315) 267-2584