Tip Sheet
Preparing Submissions, Materials, and Presentations

Fairfield University’s Research & Creative Accomplishments Symposium
www.fairfield.edu/symposium

Before submitting your work to the Symposium, consider consulting your advisor or faculty mentor to have a conversation about the project you plan to submit.

Submitting Proposals for Consideration:
- Read submission information carefully
- If you are working on a research project with other students, collaborate on a proposal submission and complete the ‘team proposal’ application.
- Pay attention to deadlines, word limits (e.g., abstract, max. 150 words), and required information
- If accepted, respond promptly to confirm availability

Writing and Abstract:
- Title: clear and informative; catchy and descriptive
- Content:
  - General statement about creative and/or scholarly context
  - Artist’s Statement (if applicable) or specific statement about the contributions your work makes in your field or areas or inquiry
  - Suggested future directions for the work
  - Preview statement about your presentation or performance for the Symposium (for example, “In this poster, I will...”)

Format Selection:
- Consider...
  - Audience
  - Research or Creative Interests
  - Venue: Barone Campus Center
  - Prior Work and Subsequent Opportunities
- Format Options
  - Poster or Other Installation
  - Multi- or Mixed-Media/Film
  - Presentation (Individual or Group)
  - Performance

Budget/Equipment Requests: Be as specific as possible!
- Description (For example, “I will need access to a laptop and projector” or “I will need 3 posters, 18 x 26 inches each”)
- Expenses: Estimate cost as precisely as possible

If your proposal is accepted for the Symposium, we will inform you about the equipment, approved expenditures, and process for reimbursement (if applicable).

Questions

For more information about the Research & Creative Accomplishments Symposium, including questions about online submission of applications, or funding opportunities to offset costs of presentation materials please contact the Office of Academic Affairs at (203) 254-4025