SUBJECT: Legislative Poster Session

The Capital Rotunda has been reserved for March 6 to hold the Undergraduate Legislative Poster Sessions from 11:00 a.m. to 3:00 p.m. Past practice reflected the selection of 10 student posters in the center of the Rotunda, with each poster highlighting the work of one student or a team (i.e., the posters highlight a project and honor a student or small group of students). Institutional/program representation is as follows:

- BHSU – 1
- DSU – 1
- NSU – 1
- SDSM&T – 1
- SDSU – 2
- USD – 2
- SD BRIN – 1
- SD EPSCoR – 1

Each institution or organization has had discretion in the process they use to select the students, and selections must be made by January 27, 2013. Once a selection has been made, student/group presenters will be asked to provide a summary of their research project and a photo to be included in the legislative booklet (see previous booklet for example). Each presenter will have space (one table along three of the “corners” of the Rotunda) for a research display, which should be aligned with the following objectives: 1) tie research into state economic development; 2) be of interest and understandable to state legislators and other members of the public who may attend; and 3) comment on job creation brought about by grants awarded to universities in the state. Each campus or group is responsible for making the arrangements and funding travel for its students and other personnel to attend this event. RAC representatives should prepare to discuss a few modifications to previous approaches (see Attachment I) for publicizing the event and working with area legislators to view research conducted by students who may be constituents for their district.
Student Pierre Poster Session  
March 6, 2014

What: This is an event to showcase impactful research at South Dakota universities, and heighten the awareness of state legislators regarding the benefits of research for the state.

When: Thursday March 6, 2014, from 11:00 AM to 3:00 PM

Where: the Capitol Rotunda, Pierre

Format:

- **Student posters.** There will be 10 student posters in the center of the Rotunda. Each poster may highlight the work of one student or a team, i.e., the posters highlight a project and honor a student or small group of students.
  - The 10 poster presentations are chosen as follows: SDSU and USD will each select two students or student teams (total of 4 posters). SDSMT, BHSU, DSU and NSU will each select one student or student team (total of 4 posters). SD BRIN will select one student or student team from the PUIs in the BRIN program, and SD EPSCoR will select one student or student team from a tribal college partner. *If more than one tribal college is sending a student or students with posters, we need to know in advance so an accommodation for easels may be made.*
  - Each campus or organization has discretion in the process they use to select the students. *This selection must be complete by January 27* so that further arrangements can be made, including creation of a booklet for legislators. *Students will need to provide a summary of their research project and a photo of themselves.*

- **Campus and organization displays.** Each campus, plus SD BRIN and SD EPSCoR, will have space (one table along three of the “corners” of the Rotunda) for a research display. Each will also have a fully formatted page describing research areas, preferably those being highlighted in the displays. *This should be supplied by each campus and organization by January 27* (see the February 2013 booklet prepared by the BOR staff for examples: [http://www.sdbor.edu/services/research/documents/PosterSessionBooklet_2013.pdf](http://www.sdbor.edu/services/research/documents/PosterSessionBooklet_2013.pdf)). The campuses and organizations have discretion in designing their own displays and highlighting research areas that they select. However, the displays should be aligned with the following objectives:
  - Tie research into state economic development
  - Be of interest and understandable to state legislators and other members of the public who may attend
  - Comment on job creation brought about by grants awarded to universities in the state

- We will request that the **students be introduced in legislative session** (~2:30 PM) as a point of privilege.

- The **Governor and Lt. Governor will be invited**, and some thought needs to be given to how their presence can be highlighted.

- We will specifically **invite representatives of various state agencies** to visit the event.

- The campuses are encouraged to **bring general university and admission information** for prospective students and their parents that may be in attendance.
Responsible persons:

Point of contact for each campus:................................. Chief research officer, unless otherwise stated; Barb Goodman – BRIN; Jim Rice – EPSCoR.

Primary resources on logistics for campuses & students:...... Karl Reasoner and Tasha Anderson at USD

Primary contacts for Rotunda site logistics:...................... Paul Turman (BOR) and Mel Ustad (GOED)

Primary contact for media and legislative relations:.......... Janelle Toman (BOR)

Travel arrangements: Each campus or group is responsible for making the arrangements and funding travel for its students and other personnel to attend this event. Plan to arrive well before 11 AM so that all displays are ready at 11 AM. We will finish at the posters at ~2 PM, so that students can be introduced in the legislative session at ~2:30 PM and ready to depart at 3 PM. The timing should allow everyone to travel to and from the event in one [long] day. *Please plan for amenities such as lunches for your people, snacks, and water.* Check with your administrative offices about student travel forms, trip insurance, and whatever else may be required to transport students off campus to a university-sanctioned event.

On-site resources:

*Provided on site:*
- 10 easels for the student posters
- 8 tables for the organizational displays (and possibly a 9th if needed for administrative materials and refreshments)
- ~35 chairs
- Name tags (provided by BOR staff)

*You need to bring:*
- Power strips, extension cords
- Tape, pins, table covers, etc., for posters and displays
- Any campus brochures, materials you wish to distribute

Invitations:

Governor, Lt. Governor, all legislators, state agency heads, REACH committee:.................................Paul Turman

University/college presidents:........................................Laura Jenski

Media:............................................................................Janelle Toman

Legislators in home districts:...........................................Individual students
Paul will choose a time for a brief, formal welcome and to recognize the students. The media will be alerted to the time so they can get a sound bite and pictures of students and legislators. The invitations should note the time when this presentation will be made.

**Refreshments:** SDSU has volunteered in the past to bring ice cream. *We are in need someone to volunteer to organize additional refreshments, if desired, and work out the costs.*

**Space assignments:** (please negotiate your own trades if desired)

- Campus and organization displays along part of the Rotunda periphery (Capitol Security will not allow displays in the one area left blank, below)
- Student posters in the center (place your student near your campus display if possible)
- Table for refreshments, including SDSU ice cream, across the Rotunda from the staircase