

**Florida Statewide Symposium:
Best Practices in Undergraduate Research**

REQUEST FOR PROPOSAL
2022 CONFERENCE

**Request for Proposal
Florida Statewide Symposium: Best Practices in Undergraduate Research**

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1. SUMMARY AND BACKGROUND

Event Overview:

The *Florida Statewide Symposium: Best Practices in Undergraduate Research* (FSS) invites faculty, administrators, and professional staff to participate in a two-day symposium focused on strengthening and developing undergraduate research. The Florida Undergraduate Research Association (FURA) supports this program.

Event History:

This event was founded in 2008 by a team at the University of Central Florida (UCF)— Dr. Kimberly Schneider, Mr. Michael Aldarondo-Jeffries, Mr. Richard Harrison, Dr. Martin Dupuis, and Dr. Alison Morrison-Shetlar. The symposium has grown over the past 10 years to have up to 100 attendees yearly. The event was hosted at UCF from 2008-2017. As of 2018, the event will be hosted at UCF only on the odd years, and will be hosted elsewhere on the even years. The first institution to host was Florida Atlantic University. An exception is being made for the 2022-23 cycle as UCF is hosting FURC 2022.

Information for potential host university:

The Florida Undergraduate Research Consortium (FURA) is a nonprofit that supports and promotes undergraduate research in the state of Florida. In order to be considered to host the Florida Statewide Symposium, the interested institution must have a representative on the current board at the time of application. It is highly recommended that host applicants have attended this event previously.

A FURA board meeting is held at some point during this symposium (either Friday before the event starts or on Saturday). Representatives should plan to attend at minimum two annual symposia prior to hosting FSS and one annual symposium after hosting FSS in order to participate in planning and communication about the meeting.

Once an institution is selected as the host of the FSS, the institution will provide a representative to sit on the FURA planning board for the year preceding their conference, the year of their conference, and the year following their host experience, or a current member will commit to continuing to serve through the year following their host experience.

The event should be a weekend in October that works well for the host institution. Please make note of when Halloween is and avoid dates that overlap. Applications to present should be due after classes start for the fall semester.

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Florida Undergraduate Research Association

This statewide board helps ensure the conference continues to strengthen and persist in the state of Florida. It is comprised of the past host institution, and all future host institution(s). The committee meets via conference call monthly (or more as necessary). It also meets in person during the Florida Statewide Symposium in the fall, and during lunch of the Florida Undergraduate Research Conference in the spring.

2. PROPOSAL GUIDELINES

Critical Dates

RFP Returned to FURC Committee	Dec. 1, 2021
Evaluations Begin	Dec. 2, 2021
Host Notified	Mid Dec., 2021
Florida Statewide Symposium Dates	October, 2022

PROCEDURE FOR SUBMISSION

RFP should be submitted to Latika Young, Chair of FURA via email at FURA@floridaundergradresearch.org. Supporting documents may be included, but should be limited to artifacts that naturally fit within the provided RFP.

3. SUBMISSIONS AND REVIEWS OF ABSTRACTS & COLLOQUIA/WORKSHOPS

Abstract Review:

The host institution has the responsibility for arranging the review and selection of abstracts for presentations at the symposia. Abstracts should represent strategies and programs used to promote student success in undergraduate research.

Short Presentations and Workshops:

Faculty, staff, and graduate students from a variety of universities and colleges should be encouraged to apply to facilitate colloquia on topics of interest to faculty and staff who support their institution's office of undergraduate research. Presentations can be in a variety of formats such as workshops, mini presentations, and interactive presentations. These can vary in duration to fit the scheduling needs of the host

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institution. A sufficient number of colloquia on a variety of topics should be available to accommodate the number of registered attendees.

Host sites should consider asking faculty, staff, and students to serve as moderators to ensure that colloquia and other activities remain on schedule.

4. EVENT REQUIREMENTS

Conference Length:

The length of the conference should be one and a half days, beginning with registration on Friday afternoon (12 or 1pm) and ending Saturday no later than 4:00 p.m. The host institution should plan a reception and/or other events on Friday evening for attendees traveling from out of town.

Conference Size:

The target size of the conference should be 60-80 attendees (largest to date is 100). Efforts to recruit new institutions to participate are encouraged. Depending on an institution's size and capacity, a proposing host institution may aim for the lower or higher end of this range in order to provide a high quality experience for faculty, staff, and graduate students attending this conference.

Poster Sessions:

The poster session is typically run during Friday evening's reception and should be at least 1½ hours in length. There should be adequate space for registrants to walk among the posters and to talk with poster exhibitors. Posters must fit on the display space without overlapping. Host sites should consider how posters will be displayed (e.g., trifold boards, portable walls, tables, easels, push-pins) and communicate this information to participants.

Keynote and Keynote Workshop:

Host sites should organize a keynote address, which typically takes place early in the event. Keynote from the home campus should first be considered (e.g., use your own campus experts!). Keynote facilitators often provide an interactive workshop on day 2.

Program:

The host institution should design a program that is fully paginated. The program should be designed so readers can easily negotiate the schedule and identify presentations and colloquia of interest. A reasonable opportunity to review the

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program should be provided to attendees by making the program available on the FURA website. Printing the full program is optional.

5. HOSPITALITY AND FOOD & BEVERAGE

Hospitality:

Accommodations:

Host sites should determine that an adequate number of hotel rooms are available for conference participants. Historically, at least 20 rooms have been reserved for previous conferences. Host institutions should make all attempts to reach agreements with specific hotels (e.g., special rates, deadlines for discounted rates, number of rooms available at discounted rate) and make that information available to all participants.

Food & Beverage:

The host institution will provide a reception on Friday evening. A full dinner is optional depending on budgeting. Snacks such as drinks and cookies are usually provided mid-afternoon on Friday, as well.

On Saturday morning, coffee and water should be provided as participants arrive. A luncheon should also be provided by the host institution. At a minimum, drinks (e.g., water, tea, soft drinks) and snacks (e.g., cookies, fruit) should be available during breaks in the morning and afternoon.

6. BUDGET

The host institution is responsible for all costs associated with conducting the symposium. The host institution may charge a registration fee, but is encouraged to make fees affordable. The cost for the event should be between \$50 and \$100 per registration.

SUPPLEMENTAL INFORMATION

Mailing Lists:

Updated mailing lists will be provided by the previous year's host institution to the following year's host institution. This mailing list should be updated annually by the host institution with the names, affiliations, addresses, and email addresses for individuals registering for the conference. Host institutions may also utilize available listservs to communicate information about the conference.

Website:

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The conference website, including information communicated to presenters and attendees (e.g., solicitation of abstracts, registration information, program, campus maps, and conference schedules) will be collaborative between FURA and the host institution.

Host Institution Support Staff:

Host institution staff (session moderators, student workers, organizers, trouble shooters) should be clearly identified during the conference.

Example Schedule:

Friday

- 11:00 am – 1:00 pm: Registration
- 11:00 am – 12:45 pm: (Tentative) FURA Board Meeting
- 1:00 pm – 1:30 pm: Welcome and Orientation
- 1:30 pm – 2:45 pm: Keynote Presentation
- 2:55 pm – 3:45 pm: Panel Discussions
- 3:55 pm - 4:15 pm: Mini-Presentations
- 4:25 pm – 5:10 pm: Interactive Presentations
- 5:25 pm – 7:00 pm: Poster Session and Reception
- 7:00 pm - Dinner on your own

Saturday

- 8:15 am - 9:00 am: Coffee and Conversation (Optional Breakfast)
- 9:00 am – 10:00 am: Workshop
- 10:10 am – 10:55 pm: Interactive Presentations
- 11:00 am - 12:00 pm: Panel Discussions
- 12:00 pm – 12:45 pm: Lunch and Conversation
- 12:45 pm – 1:30 pm: Interactive Presentations
- 1:40 pm - 2:40 pm: Mini-Presentations
- 2:45 pm- 3:30 pm: Interactive Workshop
- 3:30 pm-4:00 pm: Conclusion/Debriefing

7. PROPOSAL EVALUATION CRITERIA

- I. Timing
 - A. Proposed dates of the conference
 - B. Proposed schedule of events (see example in Supplemental Information)
 - C. Timing and availability of registration
 - D. Proposed timeline for abstract submission, review, and notification of acceptance
- II. Physical Facilities
 - A. Description of the campus and the relevant facilities (e.g., rooms for poster sessions & colloquia, registration area, graduate school recruiter venue)
 - B. Accessibility of campus and accommodations for persons with disabilities, in accordance with Americans with Disabilities Act (ADA)
 - C. Campus map
 - D. Registration venue
 - E. Location and capacity for event
 - F. Plans for poster displays
 - G. Description of technological capabilities (e.g., wireless/internet capabilities, password protected-management)
- III. Program, name tags, and other printing
- IV. Abstract submission and selection (e.g., online, review process, notification process)
- V. Registration process (e.g., online, information collected, methods for collecting registration fee, registration table, registration staff)
- VI. Plans for meals and reception (if outside, please include alternative plans for inclement weather)
 - A. Plan for Friday evening reception
 - B. Plan for Saturday luncheon
 - C. Plan for breakfast (optional) and breaks
- VII. Transportation
 - A. Accessibility of campus via air transportation and ground transportation (e.g., closest airports, driving directions from major highways and interstates)
 - B. Local transportation (e.g., shuttle services to and from airports & hotels, campus shuttles, campus parking, pedestrian safety)
- VIII. Hotel accommodations

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- A. Number of available hotel rooms and rates
 - B. Agreements with any specific hotels (e.g., special rates, deadlines for discounted rates, number of rooms available at discounted rate)
- IX. Budget with explanations of costs
- A. Projected costs
 - B. Projected registration fees
- X. Other relevant information that would enable the oversight committee to make an informed decision