Presentation Checklist

Fall 2023 Honors Research Day Presentations
December 4, 2023 – UC 168 A/B
Individual Presentation Times TBA

☐ **Deadline 11/1/23**
  Complete the "Application to Present" and email it to honors@wpunj.edu with "Honors Research Night Form" in the subject line. Be sure to attach the required documentation.

☐ **Deadline 11/1/23**
  Submit a photo of yourself to honors@wpunj.edu. Please specify "Honors Week Photo" in the subject line.

☐ **Deadline 11/1/23**
  Submit your abstract to honors@wpunj.edu. Please specify "Presentation Abstract" in the subject line.

☐ **Deadline 11/30/23**
  Email your PowerPoint presentation to honors@wpunj.edu. Please specify "Honors Week PowerPoint" in the subject line.

☐ **Deadline 12/14/23**
  Submit your final thesis to Honors@wpunj.edu. The "Thesis Cover Sheet" with your Track Director's signature and Thesis Supervisor's signature (if different from Track Director) should also be included.

Also, please mark your calendar for the following events:
  - Honors Reception – May 1, 2024 – 7:00 p.m. – UC Ballrooms
  - University Student Academic Awards Ceremony – May 16, 2024 – 7:00 p.m.
  Shea Auditorium – Invitations with more information will be sent in April.

More details and procedures are listed on the following page. Be sure to read the information carefully and follow all instructions. If you have questions, please contact your Track Director or Jan Pinkston (pinkstonj@wpunj.edu). Thank you!

Presentation Information

Deadline 11/01/23
Application to Present at Honors Research Night 2023 (see attached)
The information provided on this form will be used in the program and for other publicity purposes. Please complete the form and email it to honors@wpunj.edu. Indicate "Honors Research Night Application" in the subject line. Necessary signatures and documentation are required.

Deadline 11/01/23
Photo
The photo will be used for the Honors Research Night program accomplishments of Honors students. The photo will be quite small in the program ("1x1") so a clear headshot works the best. We must have a photo of each presenter, and in order to meet the printing deadline, you must submit it to honors@wpunj.edu no later than 11/1/23. Please specify "Honors Research Night Photo" in the subject line.

Deadline 11/01/23
Abstract
Please submit a maximum 150-word abstract for the printed program. Examples of abstracts can be found here. Be sure to look at examples of abstracts that were written by graduates of your specific Honors track. Please draft your abstract and email it to your Track Director for approval by 10/23/23. Once you get approval, email your abstract to honors@wpunj.edu by 11/01/23. Specify "Presentation Abstract" in the subject line.

Deadline 11/30/23
Submit your FINAL PowerPoint Presentation to your Track Director AND to **Honors@wpunj.edu.**
Your presentation should be about 12 minutes in length.

Deadline 12/14/23
Submit your thesis to the Honors College on OneDrive. The "Thesis Cover Sheet" with your Track Director's signature and Thesis Supervisor's signature (if different from Track Director) should be included with your document as the first page. **Specific submission instructions will be sent to you in late November.**

Honors Reception – 5/1/24
The Honors reception will be held Wednesday, May 1 at 7:00 p.m. in the UC Ballrooms. Each student who completed an Honors Track will be publically recognized and will receive an Honors Medallion to wear at commencement. Your family will be invited to attend. Please watch your email for a formal banquet invitation with more details. All presenters/graduating Honors students are urged to attend this event, and we provide several months' notice so that you and your guests have ample time to make arrangements to attend. Invitations will be sent to your WP email in March.

University Student Academic Awards Ceremony – 5/16/24
The University Student Academic Awards Ceremony is scheduled for Thursday, May 16 at 7:00 p.m. in Shea Auditorium. During this ceremony, the top students from each of the academic departments and colleges will be individually recognized. This event is for students who are graduating from the University in January, May, and August 2024. Students who are eligible to participate will receive an invitation in April via WP email.