APPENDIX G
Presenting Off Campus

The Undergraduate Research Program encourages URP participants to present their work at national conferences and may financially support these trips. The first step in receiving travel support from the Undergraduate Research Program is to get an abstract accepted by the conference.

Usually scientific conferences require that a short abstract be submitted, prior to a deadline. Often, the URP proposal can be modified into the abstract, but limits on length or content may require some additional editing. Conferences may ask for the abstract to be submitted electronically. Abstracts successfully uploaded to the conference site will usually produce a confirmation email. It typically takes several weeks for an acceptance or rejection decision to be announced, again, likely through e-mail.

1. If the presentation has been accepted a travel expense proposal to the URP committee (urp@mtech.edu) should be submitted as quickly as possible. In the travel proposal, please include a copy of the abstract along with evidence that it has been accepted, the itinerary for attending the meeting and a travel budget. Normally the mentor and department will be asked to share these expenses. If the proposal and budget are approved, the mentor/department will need to arrange for payment of the expenses. The portion of the expenses approved for funding by the URP committee will need to be charged to the budget account provided (see Travel Instructions on the Undergraduate Research website). If the total funding award (from both the URP and the department) is not sufficient to cover the entire cost of the trip, a decision will have to be made on whether to cancel the trip or use another funding source to cover the additional costs. . . which could include personal funds. If the decision is to cancel, immediately notify the conference organizers and the URP committee of that decision. It is considered unprofessional for scheduled speakers to no-show at a conference.

2. Within two weeks after attending the conference submit a written report to the URP Committee. This report must include at least the following items:
   - details of the conference (provide pictures, if permitted by the conference),
   - a discussion of how the presentation was accepted (was any feedback received?),
   - what talks you attended,
   - an overall impression of the conference (should future URP students attend?), and
   - an overall description of your experience and how it benefited you to attend.