**SOME FAQS:** If you have any questions or concerns, please contact Dr. Mike Jackson at mjackson@millersville.edu.

a. How were individuals registered for the conference?
   *When students submitted an application, they indicated whether there were any co-authors, co-presenters, or mentors also attending the conference. Based on this information, we registered individuals for the conference. To confirm registration, we will be sending e-mails to each University’s Provost Office for confirmation. If someone’s name is not on the list for the conference, please contact Dr. Mike Jackson at mjackson@millersville.edu.*

b. Is there a registration fee?
   *Yes. For the Fall 2017 conference, the rates are $35/student and $40/faculty or administrator.*

c. How is the registration fee paid?
   *As with the past three State System STEM conferences, rather than collecting money at the event, we will send each institution an invoice so that a single payment can be made between institutions for all approved attendees. The Provost Office at each University was notified so they know what the invoice is in reference to, how much it will be, and who would be attending the event. How the money is collected to internally by each University to cover the cost of their invoice will be specific to each institution.*

d. Is parking available?
   *Yes. Permits are not needed for Saturday parking. Please follow all standard parking rules. A campus map shows possible areas to park – the nearest parking lot is located immediately south of the Student Memorial Center (highlighted in yellow within the “campusmap.doc” document).*

   A campus map can also be found at: [http://www.millersville.edu/directions/index.php](http://www.millersville.edu/directions/index.php)

   Or at [http://www.millersville.edu/directions/files/CampusMap.pdf](http://www.millersville.edu/directions/files/CampusMap.pdf)

e. Registration is from 8:30 to 9:15 am. What if we come later than that time?
   *We hope to have individuals at the registration table throughout the morning to assist people check-in when they arrive on our campus.*

f. For oral presentations, what technology is available?
   *We recommend presenters bring their presentation on a flash drive and load their work early in the conference.*

   - **Oral Presentation Session I:** Student Memorial Center, Room 118: Projector with screen and computer (PC with Windows 10 operating system).

   - **Oral Presentation Session II:** Student Memorial Center, Room 18: Projector with screen and computer (PC with Windows 10 operating system).

   - **Oral Presentation Session III:** Student Memorial Center, Room 24: Projector with screen and computer (PC with Windows 10 operating system).

   *If you would like to have your presentations uploaded in advance of the meeting, please send them to Mike Jackson, mjackson@millersville.edu.*
g. How long are oral presentations?
Oral presentations should be 12 minutes in length with 3 additional minutes allocated for Questions & Answers. We will be asking the session chairs to let presenters know when they have 2 minutes left and then again when their time is up (by holding up different colored paper).

We recommend participants bring their presentations on a flash drive and install their presentations during the registration period. Alternatively, if you would like to have your presentations uploaded in advance of the meeting, please send them to Mike Jackson, mjackson@millersville.edu.

h. What is the recommended poster size?
42 inches wide and 36 inches high. The stands/structure used to hold the posters (typically with binder clips) is shown below.

![Poster Stand Image](image)

i. Are there hotels in the area?
Yes. We have not reserved blocks of rooms though. Most of the hotels are inside the city of Lancaster.

A hotel close to the University outside Millersville is: [http://www.heritagelancaster.com/](http://www.heritagelancaster.com/)

Some others in/around the city are:
- [http://www.guestreservations.com/lancaster-arts-hotel/booking](http://www.guestreservations.com/lancaster-arts-hotel/booking)
A full listing of hotels in the immediate area, along with their approximate rates, can be found at: [http://www.millersville.edu/purchasing/files/Motel%20listing%20for%20travel.pdf](http://www.millersville.edu/purchasing/files/Motel%20listing%20for%20travel.pdf). It is our understanding that the hotels listed on our purchasing website have agreed to provide discounts to state agencies/institutions.

j. Where will the conference be held?
The conference will be held on the main campus in Millersville (which is just outside the city of Lancaster - maybe a 20 to 25 minute drive from downtown Lancaster). We plan on holding the presentations in the Student Memorial Center (SMC). A campus map can be found at: [http://www.millersville.edu/directions/](http://www.millersville.edu/directions/).

k. Will there be lunch?
No. Since we are ending the conference shortly after noon, we will give participants the opportunity to have lunch at a venue of their choice. Because lunch is not being served, the registration costs were reduced for this year’s program.

Coffee, water, muffins, and cookies will be available during the registration period and mid-morning break.