



Society for the Teaching of Psychology (APA Division 2)
OFFICE OF TEACHING RESOURCES IN PSYCHOLOGY (OTRP)
Department of Psychology, Georgia Southern University, P. O. Box 8041, Statesboro, GA 30460-8041

HOW TO HOST A STUDENT PSYCHOLOGY CONFERENCE AT YOUR COLLEGE **A Model from the National Office of Psi Beta***

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Overview

This resource is a joint project between Psi Beta, the national honor society for students in 2-year colleges, and the Society for the Teaching of Psychology (Division 2 of the American Psychological Association). It has been developed to assist faculty and students who wish to host a psychology conference at their institutions. The information can be used to design conferences that incorporate student presentations as well as those that do not. Although the suggestions and materials are based on conferences designed for 2-year schools, these can easily be applied to conferences at the high school, 4-year, and university levels. A particularly helpful aspect of the model are the appendices, which consist of samples of printed materials used for two actual conferences (the 1997 Mid-America Psychology Conference for Community and Junior Colleges and the 1997 Southern California Psychology Conference for the Community Colleges). This resource is distributed on floppy disk to facilitate the adaptation of conference materials to individual campuses.

Outline of Contents

Introduction (p. 2)

What to Include in Your Conference Program (p. 3)

Planning is Important (p. 4)

Planning Outline (pp. 5-6)

Appendix A. Sample Cover Letter to Accompany "Call for Papers" (p. 7)

Appendix B. Sample Call for Papers - Version 1 (pp. 8-9)

Appendix C. Sample Call for Papers - Version 2 (pp. 10-11)

Appendix D. Instructions for Preparing and Delivering Oral Presentations (pp. 12-13)

Appendix E. Instructions for Preparing Poster Presentations (pp. 14-19)

Appendix F. Sample Evaluation Forms for Presentations (pp. 20-23)

Appendix G. Sample Conference Evaluation form (p. 24)

Appendix H. Sample Conference Program - Version 1 (pp. 25-34)

Appendix I. Sample Conference Program - Version 2 (pp. 35-39)



* Psi Beta, the national honor society in psychology for students attending two-year colleges, has over 140 chapters across the nation. The mission of Psi Beta is professional development of psychology students in two-year colleges through promotion and recognition of excellence in scholarship, leadership, research, and community service. Contact the National Psi Beta Office about how to begin a Psi Beta chapter on your campus and for resource booklets on topics of interest to undergraduate psychology departments.

Carol Tracy, Executive Director

Psi Beta National Office
1500 Lyndhurst Drive
P. O. Box 4838
Chattanooga, TN 37405-4838

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FAX (423) 265-0033
E-mail: psibetainc@aol.com
Web site: <http://www.ivc.cc.ca.us/PSIBETA>

INTRODUCTION

Two types of psychology conferences. The psychology conference is a one-day event staged on your campus. Two versions of these conferences have emerged. In version 1, often referred to as an undergraduate student research conference, emphasis is placed on psychology as a science. The conference program centers on research done by students. Students present research they've done in their psychology classes or as an independent project. Format for presentations can include any or all of the following: a poster session, a paper session, and a symposium. Presentation formats are modeled after those used at regional and national psychology research conferences. Additional activities can include a keynote speaker who is a research psychologist, a chapter exchange for participating Psi Beta or Psi Chi chapters and psychology clubs, an awards and recognition banquet, a psychology "quiz bowl," lab or campus tours, and talks by alumni.

Version 2 of the psychology conference is sometimes referred to as a "psychology day conference." Here the emphasis is on informing the students and the public about psychology's contributions to society and the various career options in psychology. Rather than a research topic, the keynote speaker might address contributions by psychologists, careers in psychology, or give a motivational speech. While students do not present research posters or papers at the psychology day conference, many of the activities included in the mini-research conference are equally appropriate for the psychology day conference. The chapter or club exchange, talks by alumni, lab and campus tours, a banquet, an installation ceremony (for Psi Beta or Psi Chi chapters), and a psychology quiz bowl are nice supplements to the psychology day conference program. While this model was developed to assist colleges wishing to stage a mini-research conference, much of the material should also be helpful to those planning to present a psychology day conference.

The benefits of a conference. Participation in a conference is an exceptional learning experience for students. By presenting and listening to others, students are introduced to formats used at regional and national psychology conferences--a natural first step toward presenting at such a conference. The conference can earn much-deserved recognition for your Psi Beta or Psi Chi chapter or your psychology club. It's also an excellent way to help recruit new members and chapter sponsors and to network with Psi Beta and Psi Chi students and sponsors from other colleges.

WHAT TO INCLUDE IN YOUR CONFERENCE PROGRAM

- **A "high profile" keynote speaker** on some aspect of psychology. The speaker could be, for example, an author of a popular psychology book, a psychology researcher, or a motivational speaker.
- **Student presentations.** Examples of presentation formats are:
 1. A poster session (see Appendix E). Students present APA-style posters based on their research. Research could be any project in which data were collected and analyzed: an experiment, a quasi-experiment, a content analysis, a survey, or a naturalistic observation. Literature and historical reviews could also qualify for the poster session.
 2. A paper session (see Appendix D). Students make 10-15 minute oral presentations of their research papers in sessions having a common theme.
 3. Symposium (see Appendix D). Students make group presentations on Psi Beta or class projects. Topics at conferences have included "Maintaining Vitality in Student Organizations," "Results and Implications of a Campus Climate Study Conducted by the Spring Research Class," and "The Need for an On-Campus Child Care Facility."
- **An academic quiz session** in which students are tested on their knowledge of psychology. One college staged "PsychAdemics." Students got into teams representing different Psi Beta and Psi Chi chapters, different colleges, and various psychology classes. The topic was abnormal behavior. The quizmaster sequentially presented 30 multiple-choice questions on an overhead projector. During the session, each group discussed the possible answers and indicated their selection on the group's Scantron form (just

one answer sheet per group). The answer sheets were quickly scanned and the highest-scoring groups were given certificates during an awards and recognition session held later that day.

- **A tour of the campus.** Show off the new building or psychology computer lab. Psi Beta, Psi Chi, or Psychology Club students can serve as tour guides.
- **An awards and recognition session.** Certificates can be awarded for the best poster design, best overall research paper presented, and the quiz winners. Certificates can also be given for conference attendance.
- **A chapter or club exchange.** The chapter or club exchange is a session in which Psi Beta, Psi Chi, or Psychology Club members and sponsors share their successes and activities. Topics can include service projects, ideas for raising funds, social activities, experiences at regional conferences, and announcements of Psi Beta and Psi Chi competitions. Participants learn a lot, and potential Psi Beta, Psi Chi, and Psychology Club members and sponsors learn more about these groups.
- **A meal.** One college served a pizza, fruit, and cookie lunch for \$3 a person. Another conference always has a recognition banquet at which certificates are awarded.
- **Alumni presentations.** Many Psi Beta members successfully transfer to local colleges and universities, while many Psi Chi students go on to graduate school or employment. Invite former Psi Beta and Psi Chi members to speak and answer questions about their experiences at the transfer institution, in graduate school, or in the work world. Have them give advice and survival tips. (Of course, institutions without Psi Beta or Psi Chi chapters can also invite successful alumni back to campus.)

PLANNING IS IMPORTANT

Careful planning will help make your conference a success. Below are some general suggestions for your consideration.

- Committee and Planning Meeting. A committee should be appointed to work closely with the Psi Beta, Psi Chi, or Psychology Club faculty sponsor and executive committee to plan and implement the program. Invite Psi Beta officers, Psi Chi officers, Psychology Club representatives and sponsors from all colleges in the area. If the distance is too great, arrange for a conference call among sponsors who have an interest. Make the psychology day as simple or as extravagant as your funds, energy and schedule permit!
- Target Audience. Identify the target audience: faculty, students, administrators, members of the community, the press?
- Task Assignments. Involve as many club and chapter members as possible. If the conference is to be on your campus, ask other clubs/chapters to prepare and conduct the quiz bowl, locate the keynote speaker, and handle other aspects of the conference. Be sure to set specific task deadlines. The more other clubs/chapters help, the more likely they will be to attend and enthusiastically participate in the conference.
- Logistics. Items to review include: obtaining the approval of the administration, planning the program, determining a budget, preparing invitations and a written program of events, arranging for audio-visual equipment and support, setting up a registration area with programs and badges, providing meals and refreshments, arranging for parking, and so on.
- Conference content. Besides a keynote speaker, what other types of sessions will the conference offer? Will sessions run sequentially or simultaneously?

- Evaluation Forms (see Appendices F and G). Develop evaluation forms for student presenters and for the conference itself and include them in the registration packets. Feedback from this year's conference will aid you in planning next year's conference.
- Publicity and Advertising (see Appendices A, B, C, D, and E). Once the keynote speaker is identified, mail out a conference announcement, a call for papers, and an attractive poster. Distribute conference announcements to students through the college's psychology instructors. Send press releases. Contact local press, radio, and television for coverage. Ask a talk show host for airtime. Consider making or ordering a large conference announcement banner to display in a key location on campus. Put an announcement in the school paper and all local newspapers. Finally, invite all high school psychology students and their psychology teachers. This is not only good public relations, but may help your department recruit new students.
- Conference Details (see Appendices A, B, and C). The conference announcement should include a map to and of the campus. Clearly explain the parameters of the student presentations (see Appendices D and E). Describe the keynote speaker and why the talk will be of interest to students and faculty. Where will students be able to park? Will campus security be ticketing that day? Will food be available? Is there a fee to attend the conference?
- Facilities. Some campuses are so crowded during the week that a Saturday conference is the only option. Reserve the rooms you will need in well in advance; community colleges host many, many events. If you plan for a Saturday event, be sure to ask maintenance to clean the rooms on Friday night. The poster session will require a room(s) in which posters can be mounted or placed for display. Determine if the wall surfaces will require pushpins or mounting putty for displaying the students' posters. Don't forget microphones and overhead projectors for speakers.
- Registration and Fees. Set up a registration table just outside the location of the day's first event. A nominal registration fee can help offset the cost of name tags and an attractive printed program.
- Program of Events (see Appendices H and I). Provide each registrant with a printed program. The program should include a schedule of events along with times and locations. Mail advance copies to faculty sponsors at participating institutions. If possible, print the titles of all papers to be presented and the names of the students presenting them. A campus map and a diagram of room locations would be helpful. A map of local fast food restaurants will be appreciated. Include a biography on the keynote speaker. Be sure to acknowledge everyone who helped plan and conduct the conference. Provide an addendum at the registration table for last minute changes or additions.
- Special Guests and Introductions. Consider asking the college president, chief instructional officer, and chief student services officer to attend. Have one of them welcome the audience and introduce the keynote speaker. During the welcoming, be sure to acknowledge the presence of the chapters and sponsors who have helped plan the conference, as well as those who are attending in response to the conference announcement.
- Planning Meeting. Near the end of the conference, schedule a brief planning meeting for faculty and student leaders. Use this meeting to make preliminary plans and to agree upon the host college for the following year's conference. This meeting will help ensure year-to-year continuity and program quality.
- Appreciation. Send thank you notes and distribute certificates of appreciation to everyone who helped. Don't overlook any speakers, panelists, or administrators.

PLANNING OUTLINE

by Robin Hailstorks and Robbye Nesmith

I. Identification of the Target Audience

- A. Faculty: high school, community college, four-year institutions
- B. Students: high school, community college, 4-year institutions
- C. Honor societies: high school, community college, 4-year institutions
- D. Administrators: president, vice-president, deans, directors, chairpersons, coordinators of honors and mentoring programs
- E. Community-at-large
- F. Local or regional invitations

II. Logistics

- A. Obtain permission from the administration and reserve the date.
- B. Plan program and invite participants (See III)
- C. Schedule meeting room(s).
- D. Determine budget (See IV).
- E. Arrange for physical facilities: chairs, tables, podium, microphones, audiovisual equipment.
- F. Reserve parking area.
- G. Determine registration desk/area and materials: badges, programs, or packet of materials.
- H. Plan costs and preparation of meals /refreshments.
- I. Determine costs and deadlines for printing materials and the final program.
- J. Arrange hotel accommodations for guests, if applicable.

III. Structure/Format for the Conference

- A. Keynote speaker: renowned psychology scholar, if possible. Opening address or during a luncheon or dinner.
- B. Panels: faculty and student panels. May schedule one panel at a time using one auditorium or schedule several panels at the same time in various locations.
 - 1. Career options in psychology--clinical as well as research emphasis
 - 2. Open discussions--allow ample time for interaction with the audience
- C. Videotape on Careers in Psychology (available from APA for \$29.95, with 50 pamphlets for \$40.00)
- D. Minority representation at all levels of presentation

IV. Budget/Funding

- A. Determine necessary expenses that must be funded by the chapter, college, and/or a registration fee. Try to raise additional funds in order to improve the programming and to cover unanticipated expenses.
- B. Ask Psi Beta/Psi Chi/Psychology Club members to contribute funds from their treasuries or to raise funds.
- C. Contact activities director, department chair, and development office for funds and ideas.
- D. Contact publishers of psychology textbooks and tests for funding.

V. Invitations and Registration

- A. Announcements and invitations to target audiences
 - 1. Call high schools and colleges for names of people in charge of the target audiences. Send them invitations.
 - 2. Follow up with a phone call and seek permission to make a presentation to invite the target audiences.

* Ann Robinson inspired the psychology day conference.

V. Invitations and Registration (cont.)

- B. Registration information should be enclosed with invitations.
 - 1. Determine if there should be a registration fee, such as \$5.
 - 2. Determine if meeting and parking space and food preparation require a mail-in deadline for registrations. (One college let guests register at the door and pay \$5 as they entered the auditorium. Following registration and a head-count, pizzas were ordered for an informal lunch.)

VI. Publicity

- A. Consult your public relations department and contact the development office.
- B. Send press releases.
- C. Contact local press, radio, and television for coverage. Ask a talk show host for air time.

VII. Evaluation. In your registration packet include evaluation materials that are geared toward all members of the target audience.

VIII. Appreciation. Send thank you notes, computerized thank you cards/flyers or certificates of appreciation to everyone who helped. Be sure to include speakers, panelists, and administrators such as the president, dean, public relations director, and the coordinator of student activities.

APPENDIX A: SAMPLE "CALL FOR PAPERS" COVER LETTER

Dear Psychology Students & Faculty:

Once again it's time to "call for papers" for the 4th Annual Mid-America Psychology Conference for Community & Junior Colleges! The students and faculty and North Central Missouri College are excited about hosting this year's conference and are proud that Dr. Rick Snyder, author of *The Psychology of Hope*, has agreed to be the keynote speaker.

By request of past convention participants, we have enclosed easy-to-follow recommendations to aid students in preparing oral presentations and posters. Also enclosed are copies of the student evaluation forms. Please emphasize to your students that they are NOT judged against one another. Rather, faculty (2 per session) are there only to provide positive, constructive feedback. Finally, student participants who are also members of Psi Beta, may receive a certificate from the Psi Beta National Office. Please feel free to duplicate these forms as needed.

The 4th Annual Mid-America Psychology Conference is sponsored by the Psi Beta Chapters at Barton County Community College (KS), Cottey College (MO), Des Moines Area Community College (IA) and North Central Missouri College. Any 2-year student is eligible to participate. **Please note that students need not be members of Psi Beta to present a paper or poster at the Mid-America Conference.** And, even if your students do not present, we invite you to attend.

Should you have questions, please don't hesitate to contact us. Meanwhile, please encourage your students to participate. Remember, it's never too early for community college students to begin work on their professional development.

Best wishes,

Donna Stuber, Ph.D.
Convention Coordinator

Reta Riordan
Student Coordinator

encls.

APPENDIX B: SAMPLE "CALL FOR PAPERS" - VERSION 1

Fourth Annual
MID-AMERICA PSYCHOLOGY CONFERENCE
FOR COMMUNITY & JUNIOR COLLEGES

Saturday, April 13, 1996
North Central Missouri College
Trenton, Missouri
Noon to 6:30 P.M.

CALL FOR PAPERS

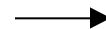
- Paper Presentations: experimental, literature reviews, surveys, historical reviews, correlational studies
- Poster Session: incomplete & completed research, proposals, Psi Beta Chapter exchange
- Position Papers: research-based, critical analyses of current issues
- Symposia: roundtable discussion organized and lead by participating institutions
- Submission Deadline: Postmark by March 22, 1996
- Registration Fee: \$5 at Conference Registration (includes banquet)
- Send Submissions to:

Dr. Donna Stuber
Department of Psychology
North Central Missouri College
1301 Main
Trenton, MO 64683

Key Note Speaker: C.R. Snyder, Ph.D., University of Kansas
"The Psychology of Hope "

The Fourth Annual Mid-America Psychology Conference for Community & Junior Colleges is sponsored by the Psi Beta chapters at:

Barton County Community College
Cotter College
Des Moines Area Community College
North Central Missouri College



APPENDIX B: SAMPLE "CALL FOR PAPERS" - VERSION 1 (CONT.)

Conference Mission:

To provide community and junior college students early exposure to the professional field of psychology

To provide greater networking and socialization among students and faculty

To promote interest in establishing Psi Beta chapters at non-member institutions

Paper Submission Divisions:

Paper Presentation

Position Paper

Poster Session

Symposia

Student Submission Requirements:

50-100 word abstract describing the nature of your presentation

Include title, all author's, institution, name of faculty sponsor

Include first author address and phone number

Submission division (Presentation, Poster, Position, Symposia)

Multiple submissions welcome

Oral presentations limited to 15 minutes

Symposiums limited to 30 minutes

Conference Registration:

11:00- 1:00 Geyer Hall 1st Floor

Recognition Banquet at 5:00:

Conference guests may purchase a personally autographed copy of Dr. Snyder's book, *The Psychology of Hope*, for \$22.95 after the banquet

Inquiries?

Telephone - (816) 359-3948, ext. 326

E-mail - dstuber@ncmc.cc.mo.us

APPENDIX C: SAMPLE "CALL FOR PAPERS" - VERSION 2

Second Annual
**SOUTHERN CALIFORNIA PSYCHOLOGY
CONFERENCE FOR COMMUNITY COLLEGES**

Saturday, April 12, 1997

8:45-4:00

**Fullerton College
321 E. Chapman Ave.
Fullerton, CA**

CALL FOR PAPERS

**Poster Session: incomplete & completed research, Psi Beta Chapter exchange posters.
Students do not have to be Psi Beta members to participate in the poster session.**

Submission Deadline: Postmark by March 15th, 1997

Submission Requirements:

50-100 word abstract describing the nature of your poster presentation

Include title, all author's, institution, name of faculty sponsor

Include first author address and phone number

All presenters must submit conference registration form and fee with abstract by March 15th (postmark deadline)

Send submissions to:

**Ms. Callista Lee
Department of Psychology
Fullerton College
321 E. Chapman Ave.
Fullerton, CA 92832-1351**

The Second Annual Southern California Psychology Conference for Community Colleges is sponsored by the Psi Beta chapters at:

**Cerritos College
Cypress College
Fullerton College
Irvine Valley College
Orange Coast College**



APPENDIX C: SAMPLE "CALL FOR PAPERS" - VERSION 2 (CONT.)

Conference Mission:

to provide community college students early exposure to the professional field of psychology
to encourage student research
to provide greater networking and socialization among students and faculty
to promote interest in establishing Psi Beta chapters at non-member institutions

Conference Registration:

all posters presenters *must* pre-register by March 15
non-presenters are urged to pre-register by March 15, **but may also register the morning of the conference**
registration fee is \$5.00

Conference Highlights:

Keynote Speaker - Dr. Ty Colbert, clinical psychologist, *Broken Brains or Wounded Hearts: What Causes Mental Illness?*

PsychAdemics - how much do you know about psychology? A friendly competition between Psi Beta chapters and psychology students from any participating colleges. Topic this year is "Theories of human development." We'll focus on these theories: Erikson's Psychosocial Theory of Personality Development, Piaget's Theory of Cognitive Development, Kohlberg's Theory of Moral Development, Ainsworth's Attachment Theory

Psi Beta Speaker - Jerry Rudmann, Irvine Valley College, *Careers for the Psychology Major*

PsycFollies - a look at the humorous side of psychology

Psi Beta alumni will discuss their experiences at 4-year colleges to which many community college students plan to transfer

Psi Beta chapter exchange session - chapters will share their success stories

Computer applications demonstration - using computers to learn psychology

Poster session - students share their research

On site registration begins at 8:45 am, location on campus to be announced

Inquiries? Phone Ms. Callista Lee, the conference organizer at (714) 992-7142

Conference Registration Form - Please postmark by March 15th, 1997

Name _____

College _____

Make \$5 check payable to: *"Psi Beta/Fullerton College"*

Send this form and check to: Ms. Callista Lee
Fullerton College
321 E. Chapman Ave.
Fullerton, CA 92832-1351

Registration fee includes lunch

Please note any special dietary needs _____

Poster presenters please pre-register by March 15th

Poster presenters - don't forget to include your abstract with this registration form

APPENDIX D: INSTRUCTIONS FOR PREPARING AND DELIVERING ORAL PRESENTATIONS

(Adapted from the Mid-America Conference)

In response to requests to continue the high quality of presentations at our convention, the following guidelines have been drawn up in the form of recommendations to presenters. These guidelines focus upon what can be done in the preparation and delivery stages to enhance the presentation's audience appeal by making it more comprehensive, interesting and memorable.

ORAL PRESENTATIONS: Papers in this category will be limited to a brief 15-minute presentation of your research. Speakers rely on handouts to present all supplemental materials; however an overhead projector for transparencies will be available during your presentation.

A. Recognize the constraints imposed on your presentation:

1. The short time of only 12 minutes (with an additional 3 minutes for questioning).
2. The limits on attention and comprehension of your audience who are listening to (not reading) many presentations each day, some of which are outside their area of expertise.
3. The context of the session in which people may enter and leave at any time causing distractions and less than an ideal listening-learning situation.

B. Therefore, it is recommended that in preparing your talk you:

1. Decide on a limited number of the significant ideas that you want your audience to code, comprehend and remember.
2. Minimize details (of procedure, data analysis and literature review), when highlighting the main ideas you want to transmit.
3. State clearly in simple, jargon-free terms what the point of the research is, what you discovered, and what you think it means - its conceptual, methodological or practical value.
4. Employ some redundancy in repeating important ideas to enhance comprehension and recall.
5. Write out your presentation as a mini-lecture (with a listening audience in mind), starting with an outline that you expand into a narrative.
6. Practice delivering it aloud in order to learn it well, to make its length fit the time allocated, and to hear how it sounds.

APPENDIX D: INSTRUCTIONS FOR PREPARING AND DELIVERING ORAL PRESENTATIONS (CONT.)

ORAL PRESENTATIONS (CONT.)

7. Get feedback both from tape-recorded replay of your delivery and from critical colleagues who listen to it.
 8. Do not simply read your paper. Rather, speak your ideas directly to your audience, referring to your narrative as needed.
 9. Try to speak loud enough, clear enough and with sufficient enthusiasm to hold the attention of your audience despite distractions (internal and external).
 10. State your final conclusions and end on time.
- C. Utilize handouts when appropriate
- D. It is an honor to have the opportunity of being in the spotlight with an audience of peers giving you their time and attention. You have an obligation to them (and to your profession) to use that occasion wisely and well.

SYMPOSIUM PRESENTATIONS: Each participant in a symposium should read and attempt to conform to the suggestions offered to those presenting one-speaker papers.

For information on POSTER PRESENTATIONS, see Appendix E.

APPENDIX E: INSTRUCTIONS FOR PREPARING POSTER PRESENTATIONS

The major advantage of participation in a poster session is that it provides an opportunity for the presenter and the audience to talk with one another. A physical arrangement similar to an exhibit area is used to foster this interaction. Each presenter will be assigned a 41" x 81" space. During this period, the audience will move through the poster displays, stopping to interact with those who are presenting research that is of interest to them. Thus, the interaction between the presenters and the audience is likely to be more meaningful for both than is typically the case in one-speaker paper sessions or symposia.

GENERAL INFORMATION ABOUT POSTER SESSIONS

Poster sessions are popular at psychology conventions. Poster sessions resemble high school science fairs. Posters are presented in very large rooms having row after row of 4' by 6' (approximate size) bulletin boards. The presenter is assigned a board upon which she/he arranges a display. The display, or poster, is arranged to clearly tell someone about the research study. Generally, the poster's written part is a narrative written in APA style, but is somewhat more brief than a formal APA style paper (it covers the main points). The presenter also prepares 50 or more copies of a brief version of the paper to be given to those who are interested. If you run out of copies, have a sign-up sheet so visitors can request for you to mail them a copy after the convention.

Besides reducing public speaking anxiety, poster sessions permit a much greater number of simultaneous presentations than possible with paper sessions, and encourage good discussions between researchers with similar interests. Finally, poster session presenters usually have their name(s), institutional affiliation and poster title listed in the convention program. Therefore, the presenter is expected to show up on time, remain near the poster and keep oneself available to answer questions. Because it is an honor to be asked to present a poster, the presenter should dress appropriately - obviously *not* in beach clothes. Also, please avoid extended conversations with one person while others must wait to ask questions; and don't wander off somewhere, or put the poster up and leave!

PREPARING A POSTER PRESENTATION

In constructing your poster, you should attempt to exploit the opportunities provided by this extended visual mode of presentation.

A. Therefore, it is recommended that in preparing your poster, you should:

1. Construct the poster to include the title, the author(s), affiliation(s), and a description of the research, which highlights the major elements that are covered in the abstract of your work.

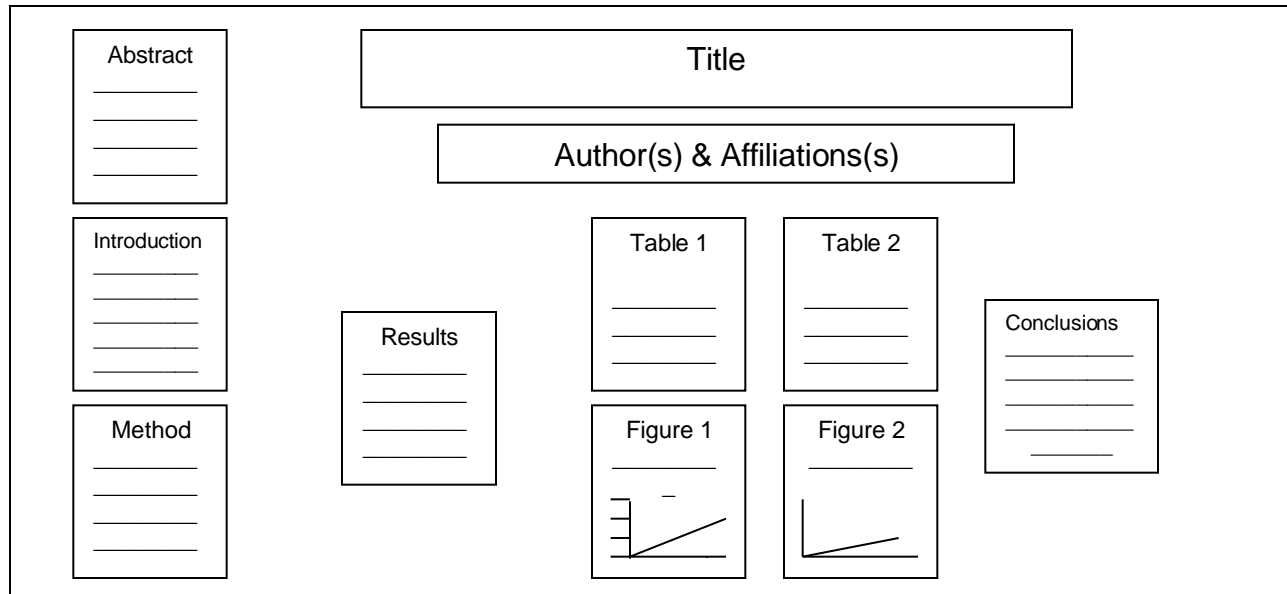
APPENDIX E: INSTRUCTIONS FOR PREPARING POSTER PRESENTATIONS (CONT.)

PREPARING A POSTER PRESENTATION (CONT.)

2. Minimize detail and try to use simple, jargon-free statements.
 3. Remember that pictures, tables and figures are amenable to a poster display.
 4. If you can, use color in your visuals.
 5. Make sure that your lettering is neatly done and is large enough to be read from a distance. Do not simply pin up set of typed pages - reserve these for your handouts.
 6. Consider using a flow chart or some other method of providing the viewer with a guide to inspecting your display.
 7. Above all, don't overwhelm the viewer with excessive amounts of information, rather construct a poster display that enhances conversation.
 8. Be ready to set up and take down your poster at specified times.
 9. Be sure to bring mounting putty or clay. (Thumbtacks will damage the wall.)
- B. You should have available for distribution, copies of a printed version of your paper with the details of the research (about 25 or more), and/or a sign-up sheet on which interested people can request the paper. Be sure to indicate on the paper your name and your college, and whether others have your permission to quote or reproduce your paper.
- C. You have an obligation to prepare a neat, well-organized display and to be present at your display for the entire poster session period. With a little thought and creativity, you can make your presentation a very pleasing one for both you and your audience.

APPENDIX E: INSTRUCTIONS FOR PREPARING POSTER PRESENTATIONS (CONT.)

POSTER LAYOUT



CHECKLIST - POSTER CONTENT

- ___ General poster layout is attractive and professional looking (not “artsy” - remember, this isn’t an art contest!)
- Poster is readable
- The illustrated materials (e.g., figures) are well-prepared and effectively utilized
- The problem/hypothesis is clearly stated
- The method is sound and well controlled (or are there possible extraneous variables?)
- The presented conclusions be logically reached from the data that are presented
- The presenter is present and near the poster during the scheduled poster session
- The presenter is dressed appropriately (not, for example, in beach togs)
- The presenter is reasonably available (not in extended one-on-one conversations making others to have to wait around to ask questions about the research)

APPENDIX E: INSTRUCTIONS FOR PREPARING POSTER PRESENTATIONS (CONT.)

APA STYLE CHECKLIST*

General Typing and Organization

1" margins all around

The parts of the poster are all there and they are in the correct order: Title and institutional affiliation, Abstract, Introduction, Method (method *may* include Subjects, Apparatus, Procedure), Results, Discussion, References

Text of poster is in 18 point font for easy reading

Since you are using a larger font size (18 point), don't double-space the text

Five-space paragraph indents throughout the main body of the report, but not the abstract

Typed all the title and headings in upper and lowercase letters

Entire written part of poster has been checked for spelling errors

Narrative is written in past tense and third person, mostly avoiding personal pronouns such as "I," "we," "our"

Title Section

Length of title 15 words or less

Title, your name, and your institutional affiliation are in very large font and positioned along the top border of the poster

Abstract

Abstract headed by the centered word "Abstract"

Abstract 100 to 150 words in length

First line of abstract not indented

Introduction Section

Introduction is headed by the word "Introduction"

All reference citations complete, accurate, and correctly formatted

The introduction section moves from general to specific. In other words...

- the introduction begins with a general statement about the area being studied,
- the literature review moves from general to more specific references related to the topic of the current paper,
- after the literature review, the introduction section ends with the study's purpose followed by the hypotheses

The Introduction section is written in past tense

All reference citations are properly formatted

* This information may be useful for preparing your poster, but doesn't cover everything. Consult the APA Publication Manual when in doubt.

APPENDIX E: INSTRUCTIONS FOR PREPARING POSTER PRESENTATIONS (CONT.)

Method Section

The method section follows immediately after the end of the introduction

— The method section is headed by the centered word “Method”

The titles for the subsections are underlined (e.g., Subjects)

Titles for the subsections are flush with left margin

Method section is written in past tense

Results Section

The results section begins immediately after the end of the method section

The results section is headed by the centered word “Results”

If appropriate, the results section is organized into subsections using underlined margin headings

If interactions are discussed, the independent variables are capitalized when linked by an X (e.g., Time X Difficulty interaction)

The statistical symbols are in italics and underlined (e.g., $\underline{t} = 2.5$, $\underline{f} = 4.68$, $\underline{p} > .05$, etc.)

Proper form used for the insertion of tables and figures in the appropriate place (Rather than using the “insert figure/table about here” approach, it is best to place each table or figure within the results section narrative.)

Discussion Section

Discussion section begins immediately after the end of the results section

Discussion section is headed by the centered word “Discussion”

Past tense is used to describe your results and to refer to other research cited in the introduction

Present tense used to discuss theories, speculations, conclusions

Future tense used to suggest additional research which could further the present state of knowledge

— Discussion section is written from specific to general. In other words...

- the Discussion begins immediately by stating if the results did nor did not support your hypothesis,
- *then goes on* to relate your findings to similar studies cited in the introduction,
- *then goes on* to describe design features or procedures which would have improved the present study if you could do it over,
- *then goes on* to suggest further research

Where appropriate, the discussion again cites research literature (i.e., some of the references cited in the introduction are cited again in the discussion section)

Citations are properly formatted

APPENDIX E: INSTRUCTIONS FOR PREPARING POSTER PRESENTATIONS (CONT.)

Tables

Each table is numbered consecutively according to its order in the results section of the report
Each table is identified by the heading “Table” and a number, typed flush with the left margin of the table

Each table has a concise title located between the heading “Table” and the table itself

Each table title is underlined

The first letter of each word in the title is capitalized (except for prepositions, etc.)

All lines within the table are at least double-spaced

In the body of the table, each column has a heading

— All lines in the table are horizontal (there should be no vertical lines)

Figures

Each figure is numbered consecutively, corresponding to its order in the results

Lines are drawn perfectly straight with a ruler, graphics materials, or a computer program

The vertical axis is about two-thirds the length of the horizontal axis

The independent variable is on the horizontal axis, the dependent variable is on the vertical axis

The units on each axis are labeled and spaced equally

The IV and DV axis labels are typed in capital letters, parallel to their respective axes

If appropriate, a legend is used to identify the lines in the graph

APPENDIX F: SAMPLE EVALUATION FORMS FOR PRESENTATIONS (CONT.)

Mid-American Psychology Conference
for Community and Junior Colleges
Student Evaluation Form - Poster Presentation

Author(s) _____

Title _____

Presenter(s) _____ Session _____

Please use this scale to rate each of the 7 factors listed below.

| | | | | | | | | | | |
|------------|----------|---|---|---|---|---|---|---|----------|------------|
| | <u>1</u> | 2 | 3 | 4 | 5 | 6 | 7 | 8 | <u>9</u> | |
| definitely | | | | | | | | | | definitely |
| no | | | | | | | | | | yes |

1. ___ Is the poster readable (e.g., title, captions, text are enlarged to facilitate reading)?
2. ___ Is the poster attractively displayed?
3. ___ Is the problem/hypothesis of the poster's research made clear?
4. ___ Are the study's results displayed in clear and concise fashion using summary tables and/or graphs? Are these materials well done?
5. ___ Was an appropriate research method (survey, experiment, naturalistic observation, content analysis, archival, quasi-experiment) used to research the hypothesis?
6. ___ Considering the type of research method used, were appropriate and adequate steps taken to provide a sound, well controlled study which produced unbiased results?
7. ___ Can the conclusions presented logically be reached from the data presented in the results section?

APPENDIX G: SAMPLE CONFERENCE EVALUATION FORM

CONFERENCE RATING FORM

Your feedback will help us improve this conference. Please help by completing this form. Thank you.

| EVENT | VERY GOOD | GOOD | NEEDS IMPROVE- MENT | DID NOT ATTEND |
|-------------------------------------|------------------|-------------|--------------------------------|-----------------------|
| Psychology career talk | | | | |
| Keynote speaker - Dr. Cahill | | | | |
| Poster session | | | | |
| Lunch | | | | |
| Alumni tables | | | | |
| Computer Lab open house | | | | |
| PsycAdemics | | | | |
| PsycFollies | | | | |
| Psi Beta Chapter exchange | | | | |

Suggestions for improving this conference for next year:

You are: a student___ an instructor___ other___

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1

**Cover Page
of Program**

(graphic design not depicted)

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

WELCOME TO THE FOURTH ANNUAL MID-AMERICA PSYCHOLOGY CONFERENCE FOR COMMUNITY & JUNIOR COLLEGES

... and welcome to the first and only conference in the nation devoted solely to psychology students enrolled at 2-year institutions.

Tentative plans for the first Mid-America Conference were formulated in the Summer of 1992 by representatives from Des Moines Area Community College, Johnson County Community College, and North Central Missouri College. The stated purposes of the conference were (1) to provide community and junior college students early exposure to the field of psychology affording them the opportunity to research, write and present papers in a professional setting, (2) to provide greater networking and socialization among Psi Beta members, and (3) to promote interest in establishing Psi Beta chapters at non-member institutions. In order to allow ample time for students to complete research projects and prepare papers, an April conference date was adopted. The first conference was held on the NCMC campus April 17, 1993.

This year, the Mid-America Conference is sponsored by the Psychology Departments and Psi Beta Chapters at Barton County Community College, Cottey College, Des Moines Area Community College, and North Central Missouri College. The collaboration between these four institutions is noteworthy. First, the Mid-America Conference marks a significant change in attitude towards 2-year students; community and junior college students need and deserve early exposure to scholarly activities. Second, conferences, such as Mid-America, help students to be more readily prepared to meet the demands and expectations placed on them at 4-year and graduate institutions. Finally, Psi Beta's mission is to encourage, stimulate, and promote interest and excellence in psychology, to advance the science of psychology, and to nurture scholarship in all fields of study. The Mid-America Conference was developed with Psi Beta's mission in mind.

Welcome to North Central Missouri College. The faculty and students at NCMC are pleased to host this year's Mid-America Conference. We hope you enjoy your visit here and find the conference a valuable educational and social experience.

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

Conference Information

Questions/Correspondence:

Department of Psychology
North Central Missouri College
1301 Main
Trenton, MO 64683

office: (816) 359-3948, ext. 326
fax: (816) 359-2211
e-mail: dstuber@ncmc.cc.mo.us

Registration - Geyer Hall (first floor)

On site \$5 per person (faculty, students, guests)
Make checks payable to: NCMC Chapter of Psi Beta

Parking:

See campus map (last page of program)

Handicap Accessibility:

Geyer Hall is not fully accessible. If special arrangements are needed, please contact the Psychology Department prior to the conference date.
Hoffinan Hall is fully accessible.

Audio Visual Equipment:

The presentation room will be equipped with an overhead projector. If additional AV equipment is needed, please contact the Psychology Department prior to the conference.

Motel Accommodations:

Super 8 Motel (816) 359-2988
Lakeview Motel (816) 359-2235
Hyde Mansion Bed & Breakfast (816) 359-5631

Book Sales:

After the banquet and keynote address, conference guests may purchase a copy of Dr. Snyder's book, *The Psychology of Hope*, for \$22.95. Dr. Snyder will be available for autographs after the banquet. Checks should be payable to - NCMC Chapter of Psi Beta.

Phone Numbers:

Prior to and after the conference
NCMC Psychology Department (816) 359-3948, ext. 326

During the conference - emergency only
Trenton Police Department (816) 359-2121

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

Conference Schedule

Saturday, April 13, 1996

REGISTRATION Geyer Hall (1st floor) \$5 per person 11:00-12:00

(Student presenters and their faculty sponsors may pick up name tags at the registration booth. Faculty evaluators may obtain packets at the registration area.)

HOSPITALITY ROOM Geyer Hall Room 204 11:30-5:00

PRESENTATIONS/POSTERS Geyer Hall 2nd Floor Library

SESSION I Position Papers 1:00-1:30

SESSION II Oral Presentations 1:30-2:15

Hospitality Break 2:15-2:30

SESSION III Position Papers 2:30-3:00

SESSION IV Oral Presentations 3:00-3:30

Hospitality Break 3:30-3:45

SESSION V Poster Session 3:45-4:15

SESSION VI Symposium 4:15-4:45

Faculty Sponsor Meeting Geyer Hall Room 210 4:15
(All faculty are invited)

Recognition Banquet Ketcham Room, Hoffman Hall 5:00
Invited Address Dr. C. R. Snyder, University of Kansas
 "*The Psychology of Hope*"

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

Session V

Poster Session

3:45-4:15

Reta Riordan, North Central Missouri College

Parents' Perception of Children's Viewing Preference for Violent and Non- Violent Television Programs

(Faculty Sponsor: Dr. Donna Stuber)

Lawana Taylor, North Central Missouri College

Relationship Between Test Anxiety and Irrational Beliefs

(Faculty Sponsor: Dr. Donna Stuber)

Debbie Gastineau, North Central Missouri College

The Effect of Professional Training on the Ability to Identify Psychologically Healthy Versus Unhealthy Handwriting

(Faculty Sponsor: Dr. Donna Stuber)

Susan Ball, North Central Missouri College

The Use of Sex as Motivation in Advertising

(Faculty Sponsor: Dr. Donna Stuber)

Session VI

Symposium

4:15-4:45

Reta Riordan and Andrea McCullough, North Central Missouri College *Need for On-Campus Child Care: A Survey With Results*

(Faculty Sponsor: Professor Linda Franklin)

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

About the Keynote Speaker

Dr. C. R. (Rick) Snyder received a BA in Psychology from Southern Methodist University and a MA in Psychology from Vanderbilt University. In 1971, he was awarded a Ph.D. in Clinical Psychology from Vanderbilt University. In 1972, he received a Fellow in Medical Psychology from the Langley Porter Neuropsychiatric Institute at the University of California Medical Center. His credits include numerous presentations and publications in the areas of Clinical and Personality Psychology. He has served as an editor and a major reviewer for several noted periodicals including: the *Journal of Personality and Social Psychology*, *Psychological Reports*, *Journal of Counseling Psychology*, *Journal of Educational Psychology*, and *Journal of Abnormal Psychology*. He has published countless articles, chapters, comments, and reviews, as well as recorded several audiotapes. In between his instructional, research, and administrative responsibilities, Dr. Snyder has authored numerous books including the highly acclaimed, *Excuses: Masquerades in Search of Grace* (1983), and *The Psychology of Hope* (1994).

His professional memberships include: the American Psychological Association, Midwestern Psychological Association, Society of Personality Assessment, Society of Experimental Social Psychology, and the Kansas Psychological Association. He has received numerous honors and awards and has lead many regional and statewide training programs in interviewing and group therapy.

Currently, Dr. Snyder is Professor and Director of the Doctoral and Postdoctoral Clinical Psychology Programs in the Department of Psychology at the University of Kansas. The sponsors of the Mid-America Conference are proud to have such a distinguished psychologist as this year's keynote speaker.

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

**The Fourth Annual Mid-America Psychology Conference
for Community & Junior Colleges
is sponsored by the Psychology Departments and Psi Beta Chapters at**

**Barton County Community College (KS)
Cottey College (MO)
Des Moines Area Community College (IA)
North Central Missouri College (MO)**

and is recognized as an official Psi Beta event

Acknowledgments

Tammie Coon - 1994-1995 Psychology Department Mentoree
Members of NCMC Chapter of Psi Beta
Members of the NCMC Psych/Soc Club
NCMC Public Relations Office
NCMC Bookstore
Carol Tracy, Psi Beta Executive Director

Publicity poster and program cover design by JoAnna Anderson, Director of Public Relations

**The faculty and students at North Central Missouri College welcome participants and guests
from the following institutions:**

Barton County Community College (KS)
Cottey College (MO)
Des Moines Area Community College (IA)
St. Louis Community College at Meramec (MO)
Trenton High School (MO)
Waubonsee Community College (EL)

APPENDIX H: SAMPLE CONFERENCE PROGRAM – VERSION 1 (CONT.)

The Role of North Central Missouri College

The mission of the College states that NCMC is to provide educational programs and services that are academically, geographically and financially accessible to the residents of communities of north central Missouri and to assume a leadership role in responding to the educational needs of the area. The College, an open-admission institution, is committed to delivering quality instructional and support services to the broad range of students who can benefit from college. NCMC promotes awareness of both the freedom and the responsibility associated with education including free-flowing ideas, responsible action, and a lifelong commitment to learning.

NCMC was founded in 1925 as Trenton Junior College and was a part of the Trenton public school system until 1986. In 1988 the name was changed to reflect the broader mission of the College. Until 1967, NCMC offered only an Associate of Arts degree. However, that year the College moved to its own campus and enriched its curriculum with occupational courses. NCMC now offers three degrees as well as vocational certificates covering typical transfer fields and fourteen vocational fields. Recently, NCMC has forged strong ties with area industries and area vocational-technical schools to develop customized training and other industry-related programs. NCMC is also a leader in offering dual-credit and tech-prep offerings with area high schools.

In the Fall of 1994, the College officially began its "Partners in Growth Campaign," a fund raising project to raise \$5 million dollars in five years. These funds will allow for college expansion to include a multi-purpose community center, a new library, the addition of an elevator for Geyer Hall, a new child care center, and a professionally landscaped campus green space. In less than two years, donations to the Partners in Growth Campaign have grown to nearly \$2 million dollars. In addition, plans are underway to build a second residence hall and a maintenance building with added classroom space for the Construction Technology Program.

Inherent in the mission statement are commitments to "delivering quality instruction," and quality is assured through an assessment program which includes periodic evaluations of faculty, courses and degree programs. Students evaluate faculty and services of NCMC while employers of NCMC graduates evaluate occupational career programs. The College has the highest accreditation level awarded by the North Central Association that accredits four-year and two-year colleges in nineteen states.

NOTE: a page with a campus map follows

First Annual

**Southern California
Psychology Conference
for the Community Colleges**

—

May 4th, 1996

**Irvine Valley College
Irvine, CA**

Your Program

APPENDIX I: SAMPLE CONFERENCE PROGRAM – VERSION 2 (CONT.)

WELCOME TO THE FIRST ANNUAL SOUTHERN CALIFORNIA PSYCHOLOGY CONFERENCE FOR COMMUNITY COLLEGES

...and welcome to only the 2nd conference in the nation devoted solely to psychology students enrolled at 2-year institutions. Welcome also to Irvine Valley College. The faculty, students and staff at IVC are pleased to host this year's Psychology Conference. We hope you enjoy your visit and find the conference a valuable educational and social experience.

The Annual Southern California Psychology Conference for Community Colleges is officially recognized by the Psi Beta National Office and is sponsored by: Cerritos College, Fullerton College, Irvine Valley College, Orange Coast College, and Rancho Santiago College.

WHERE IT STARTED

Tentative plans for the first psychology conference were formulated on February 23, 1996 at a meeting at Irvine Valley College. The meeting was attended by the Psi Beta officers and Psi Beta sponsors from Cerritos College, Fullerton College, Irvine Valley College, Orange Coast College, and a faculty representative from Rancho Santiago College.

CONFERENCE MISSION

- _ To provide community college students early exposure to the professional field of psychology

- _ To provide greater networking and socialization among students and faculty

- _ To promote interest in establishing Psi Beta chapters at non-member institutions

ABOUT PSI BETA

Psi Beta is the national honor society in psychology for community colleges. The mission of Psi Beta is to encourage, stimulate, and promote interest and excellence in psychology, to advance the science of psychology, and to nurture scholarship in all fields of study. There are approximately 141 Psi Beta chapters at community colleges across the nation.

APPENDIX I: SAMPLE CONFERENCE PROGRAM – VERSION 2 (CONT.)

SCHEDULE OF EVENTS

- 8:00-9:45 **Registration** (Entrance to Student Services Center)
Poster set up for those presenting a poster (assigned room in SSC)
- 8:30 **Presentation by Dr. Jerry Rudmann: *An orientation to careers in psychology; some key references for finding more about opportunities in psychology and related fields*** (room B209, B200 building)
- 9:45 **Welcome** - Kathy Jensen, Irvine Valley Psi Beta President (room B209, building B200)
Conference Events - IVC Psi Beta co-sponsor Bari Rudmann
Introduction to IVC President Dr. Dan Larios - Jerry Rudmann
Introduction to Keynote Speaker - Dr. Dan Larios

10:00 am Keynote Speaker
Larry Cahill, Ph.D., Psychobiologist at University of California at Irvine
Emotional Memory and the Brain
(room B209, B200 building)

- 10:45-11:00 **Poster session set up for late arrivals** (assigned rooms in Student Services Center)
- 11:00-12:15 **Poster Session** - Psi Beta Chapter Posters, Student Research Posters, Irvine Valley College Introductory Psychology Students (Student Services Center)
- 12:15 - 1:30 **Lunch** - IVC Psi Beta Chapter will provide lunch as part of your admission fee (entrance to Student Services Center)
- 12:15 - 1:30 **Alumni tables** - Talk to former community college students now attending 4-year colleges (entrance to Student Services Center)
- 12:15 - 1:30 **Social Science Computing Lab - Open House** (room A202, B200 building)
- 1:15 - 2:15 **PsycAdemics - test your knowledge about the psychology of abnormal behavior.** (Room B209, building B200)
Everyone, even those without a team, should come and participate!
 - o Psi Beta chapter teams (2-5 person teams)
 - o IVC Psi Beta versus the IVC Introductory Psychology teams
 - o Teams at large
- 2:15-3:00 **PsycFollies - a fun look at psychology** (room B209, building B200)
Callista Lee, Fullerton College & Jim Hastings, Orange Coast College
- 3:00-3:20 **Awards and recognition** (room B209, building B200)
 - o Psycademic chapter winner
 - o Intro psychology student poster winners
 - o Open competition poster winners (best poster, best research)
- 3:20-4:00 **Psi Beta Chapter Exchange** (room B209, building B200)

NOTE: a page with a campus map follows

APPENDIX I: SAMPLE CONFERENCE PROGRAM – VERSION 2 (CONT.)

About our Keynote Speaker

Dr. Lawrence Cahill is a Research Psychobiologist at the Center for the Neurobiology of Learning and Memory at the University of California at Irvine. Dr. Cahill is also a lecturer in the Department of Psychobiology and the Department of Cognitive Sciences at UCI. Dr. Cahill earned his B.A. from Northwestern University (1982) and his Ph.D. from UCI (1990). His major research interests include the psychological and neurological mechanisms of emotion and memory, and their implications for the understanding and treatment of learned fear disorders in humans. Dr. Cahill has numerous publications in scholarly journals and has lectured to many distinguished audiences.

About the Social Sciences and Psychology Computer Learning Lab

The computer and printing equipment and software were purchased through a grant from the National Science Foundation. Students use the lab to complete extra-credit assignments in **Introductory Psychology** (PsyncSim and a study guide), mandatory assignments for our courses in **Psychological Statistics** (Stat and Estat) and **Research Methods** (SPSS for Windows, and various experiments and tutorials). The lab was recently connected to the Internet via Netscape. Please help yourself to some "web browsing" during our open house.

NOTE: include a map to local fast food restaurants about here

APPENDIX I: SAMPLE CONFERENCE PROGRAM – VERSION 2 (CONT.)

ACKNOWLEDGMENTS

We wish to thank...

Dr. Donna Stuber - past National President of Psi Beta - for her encouragement and invaluable advice (Dr. Stuber has coordinated the Annual Mid-America Psychology Conference for Community & Junior Colleges);

Dr. Larry Cahill - today's distinguished keynote speaker from the University of California at Irvine;

Dr. Dan Larios, President of Irvine Valley College - for his continual support of the IVC faculty, staff and students;

The **student government of Irvine Valley College** - for ASIVC's generous support to IVC's Psi Beta;

The Psi Beta officers, members and advisors from:

- **Cerritos College** - for locating our excellent keynote speaker,
- **Fullerton College** - for helping with PsycAdemics and PsycFollies,
- **Orange Coast College** - for helping with PsycFollies and Alumni recruitment;

Professor Irene Malmgren, Rancho Santiago College - for helping to plan the conference;

Professor John Lowe, Irvine Valley College - for encouraging many students to attend and participate in this conference, and for continuing to instill the love for psychology in his students;

The **officers and members of Irvine Valley's Psi Beta Chapter** - for their dedication, support and very hard work in helping to bring this conference together;

The IVC media staff - for making the banner and posters, and providing the various media equipment;

Finally, sincere thanks to all the students who took the time to attend and participate in today's activities.