

**Subject:** Scholars' Day is tomorrow!

**Date:** Monday, April 22, 2024 at 8:51:55 AM Eastern Daylight Time

**From:** Jeffrey Zamostny

**To:** Jeffrey Zamostny

**BCC:** bsheppar@westga.edu

Dear Undergraduate Researchers and Faculty Mentors:

I hope you're looking forward to Scholars' Day tomorrow, Tuesday April 23. Please see the forwarded email for final reminders. Don't forget to consider bringing your resume and speaking with Career Services in the Campus Center Atrium between 12 and 3:30.

We look forward to celebrating your work!

Best wishes,

Dr. Zamostny

On Tue, Apr 16, 2024 at 8:20AM Jeffrey Zamostny <[jjamostn@westga.edu](mailto:jjamostn@westga.edu)> wrote:

Dear Undergraduate Researchers and Faculty Mentors:

I hope you're doing well. The Scholars' Day Undergraduate Research Conference is now one week away! Please read the following reminders.

**Reminders for all presenters:**

- (1) The conference will take place on Tuesday, April 23, from 12:30-5:00 pm in the Campus Center Ballrooms and the Pafford Social Sciences Building. A complete updated program is attached. Check it out and support the work of your peers!
- (2) Check-in will be available in the Campus Center Atrium (outside the ballrooms) on April 23 from 12-3:30 pm. Presenters, please check in to pick up your name badge and conference swag. Light refreshments will be available.
- (3) Please consider bringing your resume to the conference. The Office of Career Services will host a drop-in resume workshop in the Campus Center Atrium from 12-3:30 pm. Members of the office will provide advice about how to reflect your conference presentation on your resume and information about their services.
- (4) Recommended conference attire is business casual/smart casual or more formal as you please. The Office of Career Services is able to lend out such attire at no charge through their Career Closet. If you wish to use this service, you can stop by the Office's 3rd-floor UCC office between 8 am and 5 pm; no appointment is needed.

**Reminders for poster presenters:**

- (1) Poster set-up will begin in the Campus Center Ballrooms on April 23 at 12 noon. Please be set up and ready to go by 12:25. Easels, poster backers, and clips will be provided. You are responsible for bringing your own poster. Posters will not have an assigned location, so you can set up wherever you see an open easel.

- (2) The poster session will take place from 12:30-2:30 pm on April 23. Please ensure that at least one presenter is available to discuss your poster with attendees throughout the session.
- (3) We will be leaving the easels up for another event the following day, so at the conclusion of the session please remove your poster but leave the easel, poster backer, and clips as they are.

**Reminders for panel presenters:**

- (1) Be sure to double-check your panel time and location on the program. I provided information about your moderator in a separate email dated April 8.
- (2) Please check in and pick up your name tag at the Campus Center atrium, outside the ballrooms, on April 23 between 12 and 3:30 pm. Then head over to Pafford at least ten minutes before your presentation. Remember, a computer, projector, and screen will be available. Please plan to present for a maximum of ten to fifteen minutes depending on the number of people in your panel. Your moderator will help you keep track of time and will facilitate the Q&A at the end of the presentations.
- (3) Should you be using a PowerPoint or other presentation, I urge you to open it several minutes before the start of your panel. You may wish to email your work to yourself and have multiple ways of accessing it. You will likely need to go through two-factor authentication to access your work on the Pafford computer, so please leave enough time and have your cell phone or other device on hand.
- (4) Arriving early will also allow you to touch base with your moderator. Feel free to inform them of your preferred name, proper pronunciations, etc.
- (5) The Honors College will have a table in the first-floor Pafford lobby, and staff members will be available to assist should issues arise during the panel presentations.

Please don't hesitate to respond if you have any questions. I look forward to celebrating your work!

Best wishes,  
Dr. Jeff Zamostny

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**Dr. Jeffrey Zamostny (he/him)**

*Director, Office of Undergraduate Research & Professor of Spanish*

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