

A Guide to the NCHC Conference

*A resource for students submitting presentation
proposals and attending the annual meeting of the
National Collegiate Honors Council*

**The Honors Program
Marist College
Poughkeepsie, New York**



Introduction and Acknowledgements

The purpose of this guidebook is to provide a comprehensive overview of conference expectations for Honors students who are considering submitting proposals to an annual NCHC conference, or for students who have already been accepted as presenters. The annual meeting of the NCHC attracts nearly 2,000 administrators, staff, faculty, and students involved in Honors programs and colleges around the world. Such a large conference provides a multitude of opportunities and experiences, but, as many students find, it can also be somewhat daunting to first-time participants. This guidebook is designed to alleviate some of the anxiety that comes with a first experience at a national conference by answering some frequently asked questions and by dispelling some possible misunderstandings surrounding the NCHC conference. While we hope that this guidebook answers most of your questions, please do not hesitate to contact an Honors Council member if you still have any lingering concerns or questions about any conference-related issue.

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We trust that you will find this guidebook helpful, and that, if you aren't already planning to submit a proposal, that you will see the academic, personal, and social benefits of opportunities like the NCHC conference. Remember to check out the NCHC site at <http://www.nchchonors.org/> for more conference and NCHC information.

The Honors Council

Table of Contents

I. The NCHC Conference: A Brief Overview	4
II. Getting to the Conference.....	5
III. Submitting a Proposal.....	7
IV. At the Conference	12
V. When in Rome... (Conference Etiquette)	14
VI. Conference Requirements.....	16
VI. Staying Safe.....	17
VII. Having Fun.....	17
Appendix A: Sample Proposals	18
Appendix B: What to Pack.....	20
Appendix C: NCHC Poster Guidelines (2006)	21
Appendix D: Sample Conference Session Report.....	22

I. The NCHC Conference: A Brief Overview

The National Collegiate Honors Council (NCHC) is an international organization for Honors education. The Council supports the development of undergraduate Honors programs and colleges by outlining the basic characteristics of a developed Honors program, publishing the *Journal of the National Collegiate Honors Council* and *Honors in Practice*, and organizing a national meeting each year.

The NCHC annual meeting, usually held in late October or early November, is attended by nearly 2,000 administrators, faculty, staff, and students involved in undergraduate Honors programs and colleges. Conference offerings include distinguished speakers, presentations of student research and fine arts, and administrative meetings. In other words, the conference offers a wide range of formats for the sharing of information, both specific to Honors and to academic development in general. *For more on presentation formats, see page 7.*

The NCHC conference is held each year in a major U.S. city, which in itself offers a wide range of experiences for meeting attendees. Below is a list of recent NCHC conference locations and themes:

2009	Washington, DC	<i>TBA</i>
2008	San Antonio	<i>Crossing Frontiers</i>
2007	Denver	<i>Creative Tensions, Challenging Environments</i>
2006	Philadelphia	<i>Liberty: The Foundation for Inquiry, Innovation, and Invention</i>
2005	St. Louis	<i>Gateway to Exploration and Discovery</i>
2004	New Orleans	<i>Bridging Currents and Cultures</i>
2003	Chicago	<i>Finding Common Ground</i>
2002	Salt Lake City	<i>Peaks and Valleys in the Honors Experience</i>
2001	Chicago	<i>Fields of Imagination</i>
2000	Washington	<i>Capital Ideas</i>
1999	Orlando	<i>Worlds of Imagination</i>
1998	Chicago	<i>Honors in the Loop</i>

II. Getting to the Conference

For the past several years, the Honors Program at Marist College has been represented at the NCHC national conference by students and faculty. In October 2007, seven students travelled to Denver, Colorado, to present their work.

Can I go to the NCHC conference?

All students who wish to attend the conference must submit a presentation proposal to the NCHC, which must be approved by the Honors Council prior to submission. Proposals for the conference are usually due during the first half of the spring semester, at least six months prior to the event. The Honors Council will post a call for proposals each spring. *See pages 9-10 for tips on how to submit a successful proposal.*

Since space and funding is limited on these trips, the Honors Council may only allow a certain number (typically seven or eight) of students to submit proposals to the conference. In the instance where there are more students interested than we can accommodate, preference may be given to second-year and third-year students. Since conferences are great resources for generating new ideas to bring back to campus, we prefer that students who will be returning to campus for at least one more academic year have the chance to attend. We rarely bring first-year students, as proposals are submitted before they have enrolled at Marist.

What if my proposal is not accepted by the NCHC?

If your proposal was approved for submission by the Council, but was not accepted by the NCHC, you are still invited to attend the conference. However, your proposal must be accepted by the NCHC in order for you to receive full funding for the trip. If you still wish to present at the conference, be sure to contact the Honors Council, who may be able to connect you with other Marist participants who can use your help with a presentation or with other presenters who are looking for participation from several institutions.

What if my proposal is accepted?

Congratulations! You'll be presenting at a national conference. Before you get too nervous, though, be sure to check out information in this guide on how to put together a professional conference presentation.

What if I change my mind about going after submitting a proposal?

We understand that circumstances may arise (e.g., death in the family, serious injury or illness) that could prevent you from attending the conference. However, you should consider your submission of a presentation proposal as a serious commitment—a contract of sorts—to attend the conference. Since the conference date is set at least a year in advance, you should be able to anticipate scheduling conflicts and be able to inform your instructors of your expected absence far in advance. Withdrawal from the conference not only creates hassles for the Honors Council and the NCHC conference organizers, but it may also cause lost funds in non-refundable registration fees, airplane tickets, and so forth. For this reason, we may require all students attending the conference to submit a deposit of \$50.00, which will be returned in full upon departure for the conference; if you withdraw from the conference, you will forfeit this deposit.

Will the trip cost me a lot of money?

No, it will cost you almost nothing – thanks to the Honors Program budget and the Marist College Fellowship Grants for Undergraduate Research Programs. In September you will need to apply for the Fellowship Grant for Undergraduate Research Programs. This support covers costs of travel, lodging, and registration fees. All you will need to do in exchange is present your research at the CURSCA event the following April.

Additionally, the Honors Program can supply you with basic materials for your presentations, and the Program will cover printing costs for large format posters. The only expenses you will likely incur are souvenirs and museum entrance fees not included in the conference registration fee, as well as several meals. However, the NCHC conference typically provides a few meals. If the cost of remaining meals presents serious financial difficulty, please bring this to the attention of the Director so that arrangements can be made. Not having financial resources should never be a barrier to attending the conference.

III. Submitting a Proposal

Although it may seem daunting if you have not presented at a large conference previously, we hope that the presentation requirement will not prevent you from taking advantage of the opportunity to attend the NCHC conference. While most sessions at the conference are traditional panel-style presentations, there are also a number of other presentation formats that might not only be less intimidating to a first-time presenter, but also possibly more appropriate for your presentation subject matter. Described below are a number of options for getting involved at the NCHC conference.

General Sessions

General session presentations are what might be considered the conventional format for conference-style talks, and are intended to be focused on the conference theme, nuts and bolts issues in Honors, or innovative approaches to pedagogy and learning. The sessions generally consist of several presenters on a similar topic, sometimes part of a single group and other times there might be two or three groups in the same session. Presentations, which may consist of more than one speaker, may be as short as 25 minutes or as long as 75 minutes. These presentations are somewhat formal, so prepared notes and handouts or visual aids are always a good idea. Remember to practice your talk to make sure that you can keep it to the allotted amount of time.

Poster Sessions

The NCHC poster session is typically held in a large room, where presenters set up their posters on easels and audience members can circulate through the room to ask questions or swap notes with presenters. Poster sessions are a great way for students to share their individual research or fine arts projects. For this presentation, the Honors College can assist you with the actual printing of your poster. Presenters participating in a poster session should design their poster as a large PowerPoint slide and send the file to a designated Honors Council member, who will make sure that your poster is printed and ready for the conference. Tip: posters should not be enlarged versions of essays or lab reports; keep the text to a minimum, and make sure that someone reading the poster could quickly and accurately understand your points. (And please include the Marist College logo somewhere on your poster! Ask an Honors Council member how to get a digital copy of this to add to your

poster file.) *See Appendix C for a full list of NCHC Poster Guidelines.*

Idea Exchange

The idea exchange, probably the most casual presentation format, occurs during a two-hour period, typically at breakfast one morning during the conference. At this time, presenters set up display tables with posters, handouts, and other visual aids, much like the college fairs high school students attend. In the same way, conference attendees circulate among the tables to learn about projects and activities in Honors.

Master Classes

Master classes are designed to showcase students of drama, music, and poetry. The classes typically meet twice during the conference: once for a two- to three-hour class, and again for the Master Class Showcase, where all participants perform in front of an audience.

Student Interdisciplinary Research Panels

For the Student Interdisciplinary Research Panels (also called Student Interdisciplinary Paper Panels), students from a wide variety of disciplines submit papers to a board of NCHC faculty, who then recommend papers for panels. Several panels of three students, each from different disciplines, are formed based on related topics (e.g., “Literary Historical Analysis” or “Mechanisms of Social Change”). Following a presentation of each student paper on the panel, a faculty moderator leads a discussion among the panelists and the audience.

Diversity Forum

This forum (sometimes called a Diversity Workshop) is composed of several panels of participants—students, faculty, and administrators alike—from a variety of backgrounds, who discuss questions and issues of diversity in Honors education. Typical topics include international students, underserved populations, race relations, etc.

How do I know which format to choose?

Format depends primarily on the nature of your presentation topic. If you have enough material to give a talk, or if you think you or a group of students/faculty would be able to share information specific to Honors that you are familiar enough with to field questions and engage in thorough discussions, you will likely benefit most from a general session panel-style presentation. Although many students shy away from giving

formal talks, practice with public speaking is always a good idea. However, if what you have to share is somewhat less substantial or is not directly pertinent to Honors education, perhaps a poster session or Master Class participation makes more sense for you. The idea exchange is even less formal, but be aware that you may not find the opportunity to have as many in-depth conversations about your topic.

What if I don't have a presentation topic?

Don't give up on the NCHC conference just yet. If you're looking for a topic, start by thinking about your own Honors experience. What events or aspects of Honors interest you? What sorts of Honors functions do you participate in, both curricular and extracurricular? You should also think about your own research: have you done research in an Honors tutorial or for a thesis project that you could discuss? What about taking a Master Class? There are lots of ways you could get involved at the conference, so start brainstorming.

If you're still coming up shy of a solid idea, talk to students who have gone to past conferences to find out what has been presented and discussed before. It is perfectly reasonable to remix and revamp old ideas, so long as you're bringing something new to the discussion. It would also be a good idea to browse past conference programs; the Honors Director should be able to provide these. You can also think about the proposed conference theme (e.g., 2007's *Creative Tensions, Challenging Environments* theme) to find inspiration. Listed below are a few presentation titles from Marist Honors students, just to get you started:

- *Rhetoric in the Information Age: How Presidential Candidates Present Themselves Online* (SIRP)
- *The Cheating Practices of Marist College Students* (SIRP)
- *Single Sex Education vs. Co-educational Education: Is There Truly a Difference?* (Poster)
- *Dream Interpretation: Eavesdropping on our Inner Conversations* (Poster)
- *Effect of Misinformation on Memory Recall* (Poster)
- *Genocide in Kosovo* (Poster)

In addition, the Council often has ideas for presentations, just waiting for interested students!

How do I write a successful proposal?

The proposal serves a few purposes for Marist Honors students. First, it is your ticket to the conference. All proposals must be approved by the Director of the Honors Program before being submitted. The second purpose of the proposal is, of course, to act as an application to the conference organizers, who will read all submitted proposals and determine which ones are appropriate for this year's conference. The third purpose is to act as a descriptor of your presentation for the conference program.

Proposals include 1) identification of the format (e.g., poster session); 2) presentation title; 3) names of participant(s); 4) a list of audio-visual equipment, if necessary; 5) a 50 word description of the presentation (for Master Class participants, a description of your project or talent) that may be used in the conference program; 6) a more detailed abstract of the presentation, between 150 and 200 words (not necessary for Idea Exchange or Master Class submissions).

To write a successful proposal, you should try to keep a few things in mind:

- Titles are important! They can be catchy to attract interest, but most importantly, they should clearly and accurately represent the content and purpose of your presentation.
- It may help promote your presentation if you can somehow incorporate your project into the conference theme—a great place to do this is in the title.
- Don't exceed the abstract word limit! Short, sweet, and to the point is always best.
- Be sure that you choose the appropriate format for your presentation. Sometimes interesting topics are not accepted to the conference because they were not proposed for a reasonable format. For instance, if you want to present on the symphony you've finished composing, it would be a mistake to propose a general session presentation.
- Be sure that you will actually be able to present what you propose. Although it isn't necessary that you have a completed project at the time you propose (there are many months before the conference, after all), be certain that you aren't setting

yourself up for failure with an overly ambitious project that you may not be able to complete by conference time.

- Be creative in your title and program description to make them interesting to potential audience members; once your proposal is accepted, you want people to attend your presentation!
- Proofread! Don't let silly errors come back to haunt you later.

The Honors Council is always open to discussion about possible topics or ideas or to helping craft proposals. Some of the proposals that are submitted to the Director are sent back for revision by the proposers based on feedback from the Council. *To check out some successful proposal abstracts, see Appendix A.*

A note about AV equipment: Projection equipment is a very expensive item for the conference. Please consider whether you can make your presentation without it. If you do need to use it for your presentation, you **must** include that information in your proposal. It is impossible to add AV equipment after proposals have been submitted.

Where and when do I submit the proposal?

Proposals are typically due in March, more than six months prior to the conference. The Honors College staff will circulate an application form, which you can fill out and submit to the Honors Director for approval. We will notify you of any necessary revisions and, if you receive the Director's approval, we will electronically submit your proposal to the NCHC. Please **do not** submit proposals directly to the conference as they need to be vetted by the Director and the Honors Council. Note: There is nothing that prevents you from electronically submitting your proposal yourself; however, we ask that you **not** do so.

When do I/we hear whether the proposal has been accepted for the conference?

If your proposal is submitted to the conference, you should hear about its acceptance near the end of the school year. Sometimes we don't hear until June. Email acceptance should come directly to the "lead" presenter on the proposal who has the responsibility of informing co-presenters.

What next?

If your proposal is accepted, start thinking about it. It seems a long way off, but things have a habit of sneaking up on us!

IV. At the Conference

So, you're on your way to the conference. Now what?

Every year, the NCHC conference hosts nearly 2,000 attendees for five full days of discussions, meetings, and opportunities for exploration. Many first-time participants are surprised by how much there is to see and do, and many find it difficult to manage their time. Since we certainly want you to make the most of your conference experience, below is an outline of what you should expect at the conference, what the Honors community expects of you as a conference attendee, and how you can be sure to budget your time so you won't miss out on some great opportunities.

What can I expect at the conference?

The best way to find out exactly what is available at the upcoming conference is to review the program, which is available online a month or more before the conference, and highlight events and sessions of interest to you. Available options change each year, but the conference regularly offers workshops like Students in Honors, which can help orient you to the world of Honors education and the world of the NCHC conference (typically, Marist Honors students are required to attend the Students in Honors workshop). Other regular offerings at the conference include concurrent sessions of presentations, poster sessions, and guest speakers. The NCHC conference also offers City as Text[®] organized walking tours, which not only offer a chance to learn about the history, architecture, and geography of the conference location, but also are another means of interaction with Honors students from other institutions. If the City as Text[®] interests you, be sure to sign up online for your preferred tour several weeks prior to the conference. Finally, the conference also offers at least one conference-wide social event (formerly known as the Gala). This event normally takes place in a location of interest, like a museum or national monument, so conference attendees can enjoy desserts and beverages while exploring what the venue has to offer. These events have included a visit to Mardi Gras World, where many of the famous Mardi Gras floats are made (2004, New Orleans), trips up and down the St. Louis Arch (2005), and a gala at the Art Institute in Chicago (1998).

Registration

The first thing you should do at the conference (after checking in to your hotel room, of course) is to find the registration desk. Here, you will get

all of the materials you'll need to navigate the conference, including an official program, your conference nametag, and (usually) some free goodies! It is important that you register early so that you can get any necessary information and updates for the conference proceedings.

How do I use the conference program?

Although official programs are not printed until shortly before the conference in the fall, preliminary programs are usually available online at the NCHC conference website (www.nchchonors.org). The program, you will find, is somewhat tricky to navigate, but spending some time browsing and highlighting points of interest in the program before you leave for the trip will help you to become oriented quickly once you arrive at the conference. Usually, the pages at the front of the program include “how to” advice on interpreting and searching the program, and an index of presenters’ names is located in the back.

As you will quickly discover, there are many different events and sessions being offered at any given time during the conference. This means that you will need to be fairly organized and do some prioritizing in order to attend the sessions and events that you really want to see. Take some time to mark or highlight a copy of the program so that you won't forget any interesting sessions in the hustle and bustle of the conference—it is also a good idea to have “Plan B” sessions marked, in case your first choice of session does not turn out to be what you wanted, or in case it is cancelled if a presenter can no longer attend. Don't forget: you will be required to attend some presentations and workshops, so make sure you mark the times and locations of these sessions!

V. When in Rome... (Conference Etiquette)

Although we assume that you are aware of how to behave appropriately in an academic setting, there are a few expectations that first-time conference attendees should know to prevent some potentially uncomfortable, unexpected, or even embarrassing moments during the conference.

What should I wear?

The NCHC typically offers a more casual atmosphere than many academic conferences. This means that you will not need to “dress up” much when you are at the conference. If you are attending sessions, jeans and khakis are perfectly acceptable, so long as they are neat. (Shorts, tank tops, and short skirts should probably be left at home.) When you are presenting, you may want to dress a step up from jeans; “business casual” dress would be appropriate. One item that you should always wear while attending conference events is your nametag. For starters, it is simply good conference etiquette to provide other people with easy identification of your name and your institution's name. Additionally, you may not be permitted entrance to certain events if you do not have your nametag. You should also consider wearing a watch; time moves quickly during a busy conference, and you may miss out on opportunities if you are unable to keep track. *See Appendix B for packing suggestions.*

What should I do when attending a presentation?

First, *turn off your cell phone*. Better yet, leave it in your hotel room if you don't have an immediate need for it. Second, do your absolute best to be on time to the session; it is fairly distracting for the audience and the presenter if someone enters the room (particularly if the door is already shut) after a presentation has begun. If you do find that you are late, or if you intend to watch only a portion of the presentation, enter as quietly as possible and take a seat at the back of the room, near the door. When you're at a session, it is always a good idea to take notes on ideas that capture your interest; you may also want to make notes of questions you might have for the speakers. Do not feel shy about asking questions. Although you may find that faculty and administrators outnumber students at a particular session, student questions are absolutely welcome and always encouraged. And don't forget: the Honors Council community is counting on your feedback from the conference for new ideas; be sure to fill out Conference Session Report forms on some (or all) of the sessions you attend and return them to the Honors Director—*see page 24 for more information on these forms.*

What should I do when giving a presentation?

It all depends, of course, on what kind of presentation you're giving; an Idea Exchange presentation does have different standards than a general session panel presentation. However, across the board, the best way to have a successful presentation is to come prepared. If you are giving a formal talk, rehearse what you are going to say and how you are going to say it—timing your talk is a good idea so you don't run too long or too short. Although some conferences encourage participants to read their academic papers, the NCHC conference does not. It is perfectly fine to have notes prepared, but be sure that you can talk comfortably while making eye contact with your audience, rather than burying your nose in a notebook or paper. Handouts or visual aids are also a good idea, if your presentation topic might benefit from photos, outlines, maps, etc. However, do not plan to display film, PowerPoint, or other audio-visual aids unless you requested the appropriate technology during the proposal process. Many rooms may not be set up for audio-visual equipment. It is a very good idea to locate the space where you are scheduled to present ahead of time, so that you will not have trouble finding it when it is time for you to present. In addition, please try to arrive early for your presentation and check in with the session moderator.

VI. Conference Requirements

Although the conference is mostly a chance for you to explore various opportunities on your own (we certainly won't be monitoring your every move!), there are some things you will be required to do in order to ensure that you are up to speed on conference and travel information.

In the weeks prior to the conference, you will be required to keep in touch with the Honors Director and the organizers of the trip as they will provide information on travel arrangements, schedules, and other requirements that you will need to know before the trip.

What do I do at the conference?

Once you are at the conference, you are free to make your own schedule to get the most out of the conference. However, there are several events that you will be required to attend. Required events are not only opportunities we think you should experience, but they also provide chances throughout the conference for members of the Marist group to check in with each other and communicate any updates that need to be circulated. Typically, the required events include:

- Students in Honors workshop
- Plenary Speakers (usually 2 or 3)
- Group Dinner
- Major Social Event (formerly the Gala)
- The Presidential Luncheon

If there are any additional requirements or changes to this list, we will notify you during our meetings in the weeks leading up to the conference. Of course, we should note that, although we do not specifically require you attend additional conference sessions and presentations, we assume that you will attend any and all sessions of interest to you. After all, the primary purpose of any conference is professional and academic development, so be sure to take advantage of what the conference has to offer. At these conference sessions, we will ask you to fill out the Conference Session Report forms; the Honors Council will use these forms to generate ideas for the future of Honors at Marist College.

See Appendix D for a sample of the Conference Session Report.

VI. Staying Safe

One of the great things about the NCHC conferences is that they are held in major U.S. cities. One of the potentially problematic things about the NCHC conferences is that they are held in major U.S. cities. With any travel situation, risks are always present. Although you should not be fearful of exploring the conference city, there are some things you should keep in mind during the trip to prevent unsafe situations:

- Take your nametag off when you leave the conference center to explore the city—you don't need to publicly advertise your identity or the fact that you are "from away"!
- Keep your photo ID with you at all times
- Do not carry large amounts of cash
- Do not wear (or even bring) expensive jewelry or accessories
- Meeting new people is great—sharing your room number with them is not so great. Don't do it!
- Do not wander the city alone (it's more fun to explore with a friend, anyway).
- Make sure you know (or have written down) the emergency contact numbers for an Honors Council representative, in case something comes up and he or she needs to be reached.

VII. Having Fun

And while you're being safe and taking full advantage of the conference offerings, be sure that you're having a great time! Here are a few tips to make sure you maximize the fun factor in your conference experience:

- Bring your student ID with you—many museums and tourist attractions have student discounts.
- Be sure to attend the social events at the conference—it's always fun to meet new people!
- If you are going to navigate the conference with a group of friends, be sure to communicate about which sessions you want to attend, and schedule your trips out into the city around those times; that way, no one has to miss out!
- Get a "taste" of the city: ask a concierge or city locals about affordable but unique places to eat (or shop).
- Pay attention for free meals offered by the conference—save your money for souvenirs!
- Get a healthy balance of conference time, tourist time, and *rest!*

Appendix A: Sample Proposals

Sample Proposal 1 (General Session)

Title: *A Cultural Odyssey: A Student-Facilitated Gateway to the Arts*

Description: *Honors 180: A Cultural Odyssey* was designed to make students aware of cultural opportunities in and around the University. This session will look at the program through the eyes of the faculty, student facilitators and students, as well as talk about the use of student facilitators in the classroom.

Abstract: *Honors 180: A Cultural Odyssey* seeks to make students aware of the cultural opportunities at the University of Maine and in the surrounding area, as well as expose them to as wide a variety of these as possible. Through the use of discussion and faculty lectures, students are able to talk about the events and receive guidance on how to approach them. The course design is unique for the University of Maine and also incorporates a crucial element: the student facilitator. Honors 180 employs two undergraduate student facilitators, which allows more flexibility for the faculty and students. When used effectively, these facilitators can be a valuable addition to the Honors classroom. This general session will allow open discussion about the course, its setup and curriculum, and about the pros and cons of student facilitators.

Sample Proposal 2 (Poster Session)

Title: *The Combined Effects of Cyanobacterial Lipopolysaccharides and Heavy Metals*

Description: The LC50 for Cadmium was determined for the species *Fundulus heteroclitus*. These numbers were compared to the LC50 found from the coexposure of heavy metal and certain endotoxins. Lipopolysaccharide isolated from *Microcystis aeruginosa* tended to increase toxicity, while LPS from *Lyngbya* sp. ameliorated toxicity values below that of Cadmium.

Abstract: Little is known about the toxic effects of cyanobacterial lipopolysaccharides and heavy metals in vivo. The combined effect of these two components is an environmental concern particularly in the Florida Everglades, where harmful algal blooms (HABs) develop seasonally. An increased level of nitrogen and phosphorus in warm, slow

moving aquatic bodies creates a habitat that favors bloom growth. It is likely that aquatic fauna are exposed to both heavy metals, which may enter the water body from runoff, and lipopolysaccharides in nature. Research at the University of Maine and Mount Desert Island Biological Laboratories has investigated the toxicological responses of *Fundulus heteroclitus* to heavy metal and cyanobacterial endotoxins. Researchers have shown that cyanobacterial LPS can inhibit glutathione S-transferase activity in zebrafish (*Danio rerio*) embryos. Glutathione S-transferase is an important detoxifying enzyme that identifies potentially toxic compounds, such as metals, and begins the detoxification process. At UMaine, research has shown that lipopolysaccharides isolated from *Microcystis aeruginosa* results in increased sensitivity to heavy metals in *Fundulus heteroclitus*. In contrast, lipopolysaccharide isolated from *Lyngbya* sp. Reduces mortality activity may also correlate with observations that have been reported.

Sample Proposal 3 (Idea Exchange)

Title: The Next Generation: iPods, Downloads, and Honors websites

Description: An important factor in the future will be the mass accessibility of information by customizable and readily portable devices such as iPods. Come discuss the design, implementation and impact of short audio clips, slideshows, and movies intended to enhance Honors websites and take advantage of ubiquitous technology.

No abstract is required for Idea Exchange proposals.

Appendix B: What to Pack

- Student ID (you can get discounts at lots of museums!)
- Driver's license or other official ID
- Medical insurance card
- Clothing appropriate for the climate (i.e., jacket, umbrella, etc.)
- Notebook, pen, & highlighter
- mp3 player & headphones for the plane/bus
- Something to read or do on the plane/bus
- Snacks & drinks
- Swimsuit (if the hotel has a pool)
- Workout clothes (if the hotel has a gym – many do!)
- Presentation handouts or posters
- Electronic copies of presentation handouts or posters
- Money for some meals and souvenirs
- Comfortable walking shoes if you plan to explore the city
- Pajamas
- Toiletries (toothbrush, toothpaste, etc.)
- Camera (film/digital media, extra batteries)
- Luggage: one larger bag (limit to 50 lbs. for plane trips) and one smaller carry-on
- Cell phone or calling card to call home and tell everyone how much fun you're having!

An important web site:

There is a great deal of good and important information on the TSA travelers' website

<http://www.tsa.gov/travelers/index.shtm>

Included here is info on carry-ons, prohibited items, and more.

Appendix C: NCHC Poster Guidelines (2006)

1. There is no limit on poster size; however you must bring adequate backing for the poster to rest well on an easel if necessary. Suggested size is approximately 30 x 40 inches.
2. Tentative plans are that your poster will be on display for a 2-hour time period. You will need to have your poster set up before the start of the session. Allow yourself plenty of time for the setup so that you can relax and enjoy the presentation. Your poster should be constructed so that it presents the desired information in a self-explanatory manner. You are expected to be present at the end of the session to remove your poster.
3. Your poster represents you, your school, and the NCHC. Take great care to plan and organize it well. Make sure it communicates the intended information in an interesting, visual manner. Ask your honors director or research advisor to proof your work.
4. Keep it simple and brief. A poster is not a place for you to tack up your entire paper for people to read. Instead, think of a poster as a series of highly efficient, organized “panels” upon which appear synopses of the relevant information you want to convey -- just enough to get your point across.
5. Organize your poster materials using headings, e.g. “Introduction,” “The Research Question,” “The Methodology,” and “Findings.” These headings will help establish a logical flow to your poster.
6. Use large enough fonts so people will not have to squint to read the material. For headings, use at least a 48-point font. For text, use nothing less than 18-point.
7. Make your poster visually appealing. Be creative. Incorporate color. Use photographs, graphs, charts, maps, and the like. Simplify charts and figures to include only relevant information. Be attentive to the layout and placement of your materials
8. Place the title of your work in a prominent position on your poster. Include your name and your school. You may wish to attach a pad of paper to your poster for visitors who have questions or would like more information about your research.
9. Provide a concise handout that summarizes your work so that interested observers have something to take away from the event.
10. Do not plan on using any audio-visual equipment. None will be available, and if you bring your own, it will not be secure.

Appendix D: Sample Conference Session Report

Name: Jessica Jones

Conference Year: 2006

Although the NCHC conference is a wonderful opportunity to develop personally, it is also a great way to get ideas and information that could benefit the Honors College community at the University of Maine. As you attend conference sessions, use this form to take notes and generate a brief report about what you learned. You may want to write down things that we should consider implementing at Marist College, but you may also want to write down things that we should NOT do at our Honors College. **Note: please do not report on required sessions, such as the plenary speakers, or presentations given by Marist attendees.**

Session Title(s): Preparing Bright and Motivated Students for Study Abroad

Presentation Names & Institutions: Bob Smith (UNH); Karen Johnson (UNC Wilmington); Joe Williams (Texas Women's Univ.)

What were the major conclusions or suggestions of the presenter(s)?

- Create a “study abroad culture”:
 - have first-year students meet students who have already studied abroad
 - build study abroad into the core curriculum
 - offer informational sessions and symposia to publicize knowledge about study abroad opportunities—collaborate with your institution’s study abroad office
- Pay attention to the financial limitations and identify options
 - National Student Exchange
 - Other “study away” opportunities
 - Scholarships—include with merit scholarships?

In what ways might this information apply to the Honors Program at Marist College?

- *The study abroad symposia could be used to "create a study abroad culture," if more students were encouraged to attend*
- *The Honors College could collaborate more with the Office of International Programs, as well as other study away opportunities, such as internships in Washington, D.C.*

What were some of the major questions or concerns, either raised by audience members or in your own thoughts about the presentation?

- *students should be made aware that there is room in their Honors schedules for studying away*
- *some students may not be able to afford study abroad options, so support for less costly opportunities needs to be made available; these options should be encouraged*
- *Honors should clearly articulate why studying away is a part of their curricular goals*

What is your overall assessment of the presentation (i.e., did it generate useful thought and discussion)?

The concept of building a "study abroad culture" seems key—if students enter a program with the understanding that studying away is almost expected of them (though not required), more students will take advantage of the opportunity. However, many of the speakers maintained the assumption that there would be funding available to support students, which is not always true for the University of Maine. The presenters could have done more to discuss how to secure financial support for students wishing to study abroad. Another problem seems to be the presenters' focus on study abroad (i.e., foreign countries other than Canada); it seems that similar benefits could be achieved through experiences within the U.S., such as academic internships or National Student Exchange experiences which give students opportunities not available at UMaine or similar campuses.

Please circle a ranking for this session:

1	2	3	4	5
Poor		Somewhat useful		Excellent

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