



Date: January 20, 2023

Location: #203 NAB

Time: 14:00 – 15:00

Minutes

Spring - 2023 ARWII Team Meeting

Agenda:

- ❖ Student Research Poster Competition
 - The event details
 - Distribution of labor
 - Poster evaluation criteria

Team members present:

Askat Tleuov, Konstantinos Dimitriou, Saule Abdramanova, Kamiya Abdulkhakimova, Gulmira Urazbekova, Dinara Karimova, Yelena Babeshko

Absent: Su Jin Lee, George Rueckert, Maganat Shegebayev, Maira Yessimzhanova

Proceedings:

1. The event details

The team members discussed the details of the Spring-2023 student research poster competition such as eligibility criteria, number of participants, budget, types and distribution of prizes, the event program, and guidelines for posters.

Decision: The team agreed on the terms and conditions outlined below.

The competition is open to KIMEP University students who are enrolled on the ARWII course during the semester the competition is taking place. The ARWII course instructors will each hold the right to recommend up to two students to participate in the competition. Approximately 36 (max) students are expected to participate in the event this semester. The poster presentations will be judged on-site by an ad hoc committee (comprised of KIMEP faculty). The committee will pick the top six posters, which means that there will be a single first, two second and three third place award winners chosen from among all participants. The audience members will also have the right to vote for the poster they like. The poster that receives the most amount of votes shall receive an Audience Choice Award. The topics of the presentations vary from social sciences, humanities, languages, to business and management.

The budget

In order to organize the SRPC-2023 successfully a budget of KZT 700,000 is necessary:

- KZT 500.000 for the prizes
- KZT 200.000 for a small reception

Additionally, the ARWII team members require the support from the university in relation to the printing of the posters and the issue of certificates to all presenters.

Prizes

- One 1st place – Smartwatch (KZT 130.000)
- Two 2nd places – Earbuds (KZT 160.000)
- Three 3rd places – E-book readers (KZT 150.000)
- Audience Choice Award – KZT 60.000

Poster Session Schedule

The date of the event is Friday, May 05, 2023.

Procedure	Description	Friday, May 05, 2023
Poster Set-up	The presenters hang their posters on the display boards with the help of double-sided tape or similar material.	13:30
Poster Session	Authors present their work to the committee members and the guests of the event. Presentations should not exceed seven minutes. The presenters are expected to stand by their posters for the duration of the poster session.	14:00
Authors Reception	The committee members announce the best three projects and award prizes and certificates.	16:40
Poster Removal	The presenters remove their posters. All posters left after the removal period will be discarded.	17:00

Guidelines

The presenters are free to design their own posters provided that they meet the guidelines below.

- Students are expected to present their ARWII projects
- The research projects must be original, previously unpublished.
- All posters should be written in English.
- Posters must be produced as a single sheet exposition
- The poster sizes admissible for the event are A0 and A1
- A section at the top of the poster must contain the Title, Author details, and Affiliation.
- Other must-have sections are the Abstract, Introduction, Methods, Results & Discussion, Conclusion, and References
- Citations and References must be formatted in APA 7th edition or Oscola styles.
- Printing should be large enough to read easily from a distance of 1-1.5 meters.

- Posters and handouts (if applicable) must be non-promotional/non-commercial and should not contain brand/proprietary product names or commercial logos/names.
- Presenters are expected to wear formal attire.

2. Distribution of labor

#	Task	Responsible person
1	Identifying two student participants from each ARWII section and submit their names by April 14	All the instructors
2	Consulting the students about the design and content of the posters	All the instructors
3	Booking the hallway, preparing the boards, organizing the reception, music	Dinara Karimova, Kamiya Abdulkhakimova
4	Working with the marketing department for the issue of the certificates, advertising posters, printing the posters, and booking a photographer	Su Jin Lee, Gulmira Urazbekova
5	Selecting the ad-hoc jury, developing the evaluation criteria	Askat Tleuov
6	Overseeing the purchase of the prizes	Askat Tleuov

3. Poster evaluation criteria

The poster presentation rubric which was designed by Dr Su Jin Lee for the Fall-2021 event shall be used again for this year's competition as well.

Poster Presentation Rubric

Student Name: _____

Total Score: _____/56

Table 1-Poster presentation rubric

Category	7-8	5-6	3-4	1-2
Coverage of the Topic	Details on the poster capture the important information about the topic and increase the audience's understanding. The speaker established the significance of the topic and the study.	Details on the poster include important information but the audience may need more information to understand fully.	Details on the poster relate to the topic but are too general or incomplete. The audience needs more information to understand.	Details on the poster have little or nothing to do with main topic. The speaker did not explain the need for the study.
Use of Graphics	All graphics are related to the topic and make it easier to understand.	All graphics are related to the topic and most make it easier to	All graphics relate to the topic.	Graphics do not relate to the topic.

		understand.		
Organization	Information is very organized with clear titles and subheadings.	Information is organized with titles and subheadings.	Information is organized, but titles and subheadings are missing or do not help the reader understand.	The information appears to be disorganized.
Layout and Design	All information on the poster is in focus and can be easily viewed and identified from 6 ft. away.	Most of the information on the poster is in focus and the content easily viewed and identified from 6 ft. away.	Most of the information on the poster is in focus and the content is easily viewed and identified from 4 ft. away.	Much of the information on the poster is unclear or too small.
Sources	All sources (research information and graphics) are accurately documented.	All sources (research information and graphics) are accurately documented, but there are a few errors in the format.	All sources (research information and graphics) are documented, but many are not in the desired format or the information is incomplete.	Some sources are not accurately documented.
Mechanics	No grammatical, spelling or punctuation errors.	Almost no grammatical, spelling or punctuation errors	A few grammatical, spelling, or punctuation errors.	Many grammatical, spelling, or punctuation errors.
Presentation	The presentation was the appropriate length. It did not seem hurried or too slow. The student demonstrated enthusiasm about the topic. The presenter spoke clearly and distinctly and established eye contact with the audience.	The presentation was the appropriate length but seemed slightly hurried or too slow. The presenter spoke clearly most of the time and established eye contact with the	The presentation was the appropriate length but seemed very hurried or too slow. The presenter spoke clearly and distinctly only some of the time and/or established	The presentation was too long or too short. The presenter did not speak clearly most of the time and established little eye contact with the audience. Little enthusiasm about

		audience.	little eye contact with the audience.	the topic was displayed.
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Motion: Askat Tleuov

Second: Konstantinos Dimitriou

In favor: Saule Abdramanova, Kamiya Abdulkhakimova, Gulmira Urazbekova, Dinara Karimova, Yelena Babeshko

The meeting adjourned at 15:00

Minutes compiled by: Dr Askat Tleuov, January 29, 2023

Signatures:

Askat Tleuov

Konstantinos Dimitriou

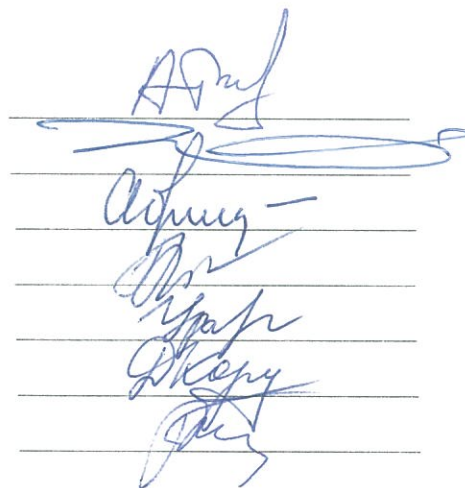
Saule Abdramanova

Kamiya Abdulkhakimova

Gulmira Urazbekova

Dinara Karimova

Yelena Babeshko



Handwritten signatures of the participants on lined paper. The signatures are written in blue ink and correspond to the names listed on the left: Askat Tleuov, Konstantinos Dimitriou, Saule Abdramanova, Kamiya Abdulkhakimova, Gulmira Urazbekova, Dinara Karimova, and Yelena Babeshko.

TO: Dr Juldyz Smagulova, Dean of the College of Humanities and Education (CHE)

FROM: Dr Askat Tleuov, Assistant Professor, CHE

RE: Request for funding of the Student Research Poster Competition 2023

DATE: January 20, 2023

Dear Dr Smagulova,

On behalf of the Spring-2023 Academic Reading & Writing II (ARWII) course instructors, I would like to formally appeal for support and funding towards the organization of the Student Research Poster Competition (SRPC) 2023.

The SRPC is a new event being introduced as part of the ARWII course starting from Fall-2017 semester. It is planned to take place at the end of every subsequent semester. The primary purpose of this competition is to popularize research among KIMEP University students. The event is meant to be a culmination and celebration of students' semester-long intellectual effort and would provide a platform for select group of ARWII students to showcase their primary research to a wider public as opposed to their groupmates only. It would also allow instructors and students from across KIMEP University to witness and appreciate great number of research projects in one occasion.

This educational opportunity is open to all KIMEP students who are taking the ARWII course at the time of the event. The CHE instructors teaching the ARWII course the same semester the event is taking place will each hold the right to recommend up to two students to participate in the competition. Approximately 30 students are expected to participate in the event this semester. The poster presentations will be judged on-site by an ad hoc committee (comprised of KIMEP faculty). The committee will pick the top six presentations, which means that there will be a single first, two second and three third place award winners chosen from among all participants. The audience members will also have the right to vote for the poster they like. The poster that receives the most amount of votes shall receive an Audience Choice Award. The preliminary date for the event is Friday, May 5, 2023.

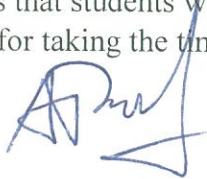
In order to organize the SRPC-2023 successfully we seek funding (KZT 700,000) and support for the event.

- KZT 500.000 for the prizes: 1st place – smartwatch, KZT 130.000; two 2nd places – wireless earphones KZT 80.000 each; and; three 3rd places – KZT 50.000 each; Audience Choice Award KZT 60.000.
- KZT 200.000 for a small reception
- Printing of the posters
- Issue of certificates to all presenters

We are convinced that SRPC is an invaluable, educational opportunity for our students. The experience, skills and benefits that students will receive are long lasting and far reaching.

Thank you for taking the time to consider our request; we look forward to hearing from you.

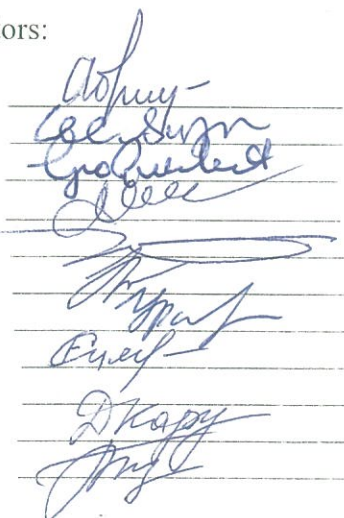
Sincerely,



Dr Askat Tleuov
(Spring-2023 ARWII Team Leader)

SPRING-2023 ARWII Instructors:

Dr Saule Abdramanova
Dr Su Jin Lee
Dr George Rueckert
Dr Maganat Shegebayev
Dr Konstantinos Dimitriou
Kamiya Abdulkhakimova, MA in TESOL
Gulmira Urazbekova, McS TESOL
Maira Yessimzhanova, CSc
Olga Karpushina, MA
Dinara Karimova, M.Ed., MA in FL
Yelena Babeshko



26/01/23

