WISCONSIN ASSOCIATION OF EDUCATORS IN RADIOLOGIC TECHNOLOGY

The WAERT offers students a variety of activities to further one's learning and understanding of the radiologic science field. It is imperative that each person entering this field embrace opportunities to educate themselves in an effort to provide quality patient care and produce highly technical images for radiologist interpretation while employing ALARA measures.

The activities that are offered by WAERT consist of: the creation of an essay that has the potential to be presented at the symposium in a lecture format, a computer exhibit, a scientific exhibit and a video exhibit. The following section deals with the rules that apply to all categories and from there will break down any specific information needed for the categories.

General Rules for Virtual Meeting

1. **Eligibility**: All second-year/senior students attending the WAERT Spring Symposium are invited to participate in the exhibit competition.

2. **Winners**: 1st-3rd place finishers in each category will receive a monetary award. Group projects will have the award give to one student who then have to distribute between all group members.

3. **Recognition**: All students who submit an exhibit will receive recognition for their efforts which will be displayed with his/her name badge. The name badges are recycled at the end of symposium but the merit badge is yours to keep.

4. **Subject Matter**: The theme for any exhibit shall address an area related to Imaging Sciences. Scientific Exhibits generally use creative and eye-catching materials to debate or discuss current medical issues and will only 1-2 content objectives. It can use scientific research methods to prove or disprove current theory or provide an in-depth analysis of one topic. Be aware that only material contained on the exhibit board is judged. See Category breakdown for more information. Computer Exhibits will use some computer-based platform, Power-Point ®, to present information. Narration can be added, but not required for the computer exhibit. Video exhibits require the use of a video camera and will use editing to create an original piece of work. Make sure to review the rules for each category so you are aware of the regulations for time and criteria to meet.

5. **Confidentiality:** Any graphic illustrations, charts, or diagrams used must be clearly labeled with source and of high quality but **NO** reference to a specific program, clinical site, hospital, or corporate entity should be visible on any visuals used in the presentation. This includes patient information. If test images are taken, using a generic name like "Test Image" would be acceptable. If an exhibit is found to have student name, program or patient information displayed, exhibit will be disqualified and removed from competition.

6. **Liability**: WAERT will take all reasonable precautions to safeguard the exhibits/videos/computers during the period of display, but the presenters are responsible for any loss or damage to the exhibit/video/computer displays. Computers or any other video equipment may be removed at the

end of the first day for safe keeping by the presenter(s). The display must be set up again the following morning.

7. **Multiple Exhibits:** A student may only submit **ONE** topic into category of competition: video exhibit, computer exhibit, scientific exhibit, or essay but a student may enter into as many categories as he/she chooses as long as the topic is **different** for each entry.

8. **Deviation from the Rules**: Deviation from the rules will be permitted only at the discretion of and by the action of the Exhibit Chairpersons and the current President of the WAERT. Any unauthorized changes will lead to disqualification.

9. **Sources/Formatting**: All exhibits will be formatted according to the APA style. This ensures a consistency throughout the competition. Any information that is used needs to be referenced, even if it is just an image used in a computer exhibit or a diagram for a scientific exhibit.

10. **Application Process:** The application and all deadlines are listed on the WSRT/WAERT webpage. Students are to fill out the application, have Program Director initial and sign off and then email to the Exhibit Chairpersons. Once received and processed, an email will be sent to the student listed. It is important to note that each exhibit will be given a number. This number should be clearly visible for all exhibit types. For essays, it should be on the title page and if picked for presentation, on the introduction slide page. For scientific exhibits this number must be displayed in the title of the exhibit. For computer and video exhibits, the number must be displayed on the title screen.

11. **Deadlines:** Deadlines are strictly enforced.

12. **Judging/Scoring**: each category of exhibits uses three judges with standardized rubric scoring. Copies are available online so students can be aware of the expectations. Be aware that the use of objectives are required in some categories. Please see the information posted on the website for more details.

13. **Penalties**: There are penalties to be aware of.
    A. Any change in topic will lead to disqualification.   The title of scientific exhibit may be changed up to 1 week prior to the Student Symposium with permission from the Chairperson. If a title is changed without prior notification a 5 point deduction will occur.
    B. If the number assigned to the exhibit (scientific, video, or computer) is not visible or in the correct spot, a two (2) point deduction will be assessed to the final point total for the exhibit.
    C. If no title or exhibit number is included a 10 point deduction will occur
    D. If any identification material, institution, school, name or patient identification, is found on or in the exhibit/essay, the exhibit will be disqualified.

Essay Exhibit and Presentation

1. **Essay Guidelines**: One copy, without any student/program identification, will be submitted via email to the essay co-chairman in a Word® document only NOT Adobe® by the posted deadline (which includes a time). This is needed to ensure that paper meets the proper page length. All manuscripts must be original and submitted by one author. The manuscript must have a clearly identifiable thesis statement. Content and conclusion should substantiate the thesis. The topic chosen shall show relevance to the Imaging Sciences. A complete reference page or bibliography should be included and reflect the most current research available. A minimum of 5 sources should be used. The paper must conform to **APA** style. Essays must be set up electronically on 8 ½ by 11 inch paper, double-spaced, 12 font, with 1" margins with Times New Roman font. The paper must be 6 full pages to 10 pages in length. The page count must be done without any inserted images. Page count does not include cover page, abstract, or reference pages. If submitted in Adobe format, paper shall be disqualified since it cannot be verified to meet requirements stated above.

2. **Guarantee**: Each author submitting a manuscript agrees that he/she will present the topic orally at the Spring Symposium if the paper is selected for presentation.

3. **Judging**: Three judges will be selected by the essay chairman and will judge the essays using the "Essay Rating Scale-Paper". This will be completed within 30 days of the essay submission deadline. The essay chairman shall appoint three additional judges to evaluate the presentation of the essays at the Spring Symposium using the "Essay Rating Scale-Presentation". The judges from both venues shall work independently and form their own opinions. No judge will be allowed to judge both the essay paper and the essay presentation.

4. **Presentation at the Symposium**: Once the preliminary judging has been completed, the essay chairman will tally the points and determine eligible papers for presentation based on total points accumulated. To be eligible for presentation at the symposium, the top five essays will present at the symposium. Time limits for these oral presentations will be strictly adhered to. The WAERT will work with the needs of the presenters to ensure a smooth recording of the presentation. No embedded links or videos are allowed in the presentation. The presentation is to be in the students' own words. Presentations will begin roughly 90 minutes before the actual conference begins. Depending on the scheduling this could be on any day of the symposium. Students will be kept informed of when this will occur.

5. **Point Scale**: The total score on each essay is determined by compiling the scores from the paper and presentation evaluations (see below). First, second, and third place awards will be awarded to the individuals receiving the three highest combined point scores. If a tie exists, a tie breaker will be used to determine a winner (see below).

6. **Tie Breaker**: The tie breaker system is used to break ties among the essayist. Each judge, paper and presentation, will independently rate each essayist. At the conclusion of scoring all

papers/presentations, all 6 judges will independently rank the top three essayists he/she was most impressed by. Each judges' rankings will then be given 3 points for a 1st place vote, 2 points for a 2nd place vote and 1 point for a 3rd place vote. If a tie is found after the initial round of scoring, the tie breaker points will be added to the affected essayists to determine a winner.

Scientific Exhibits

1. **Application**: All applications for scientific exhibit must be received by the chairman according to the deadline posted on the current application. Upon receipt of an application, a letter of acknowledgment will be sent to the exhibitor(s). The WAERT will provide a standard template to be used but can be customized to fit the subject/theme. This would include background color, fonts, etc. The exhibit may be prepared by one or more students. There is a 1-2 objective limit for this exhibit. There is limited space for the virtual exhibit category so narrowing the topic and being concise are necessary to allow for some graphics that would give the exhibit some character.

2. **Numbering**: Once the Chairperson receives the application for an exhibit, they will assign each exhibit a number. This number **MUST** be found in the exhibit title that is submitted for judging.

3. **Sources:** Any and all sources must be listed and be placed in the notes section of the presentation in order to maximize space on the presentation itself. These sources must still be in APA format. The exhibitor(s) must remove or block out any markings on the radiographs/images so identification of the patient or the institution is not possible. Supplemental information like charts, photographs, or technical factors are allowed as long as they meet the criteria.

Computer and Video Exhibits

1. **Application**: All applications for computer exhibit must be received by the chairman according to the deadline posted on the current application. This category has no limit on how many objectives to include in the exhibit.

2. **Confidentiality:** Any graphic illustrations, charts, or diagrams used must be clearly labeled with source and of high quality but **NO** reference to a specific program, clinical site, hospital, or corporate entity should be visible on any visuals used in the presentation **AND** the Exhibit Number should be displayed on the title page. Exhibits must be the work of the presenter(s). The computer program must be an original work and not a reproduction. Judging will be based on the information found in the computer program and not the surrounding material. An example would be a running or interactive PowerPoint program.
Video Exhibits should have the Exhibit Number included in the title screen shot as well. Judging will be based on the video and not surrounding material. The time will be counted from the point after the opening credits end to the beginning of the end credits.

3.   **Handing in Completed Exhibits:** <u>Computer</u> exhibits will be turned in to the Exhibit Chairperson by the deadline posted on the application. Depending on file size, presentation might have to be converted into PDF in order to be able to move from student to website.   <u>**Video**</u> exhibits should be uploaded to a YouTube® account and the link sent to the Exhibit Chairperson by the deadline. The exhibits will be judged and available to all programs.

4.   **Judging**: The exhibit chairman will appoint three judges to evaluate the exhibits. To ensure accuracy of the exhibit information, medical imaging professionals will be selected as judges. Judging will be completed prior to the symposium. The judges will base their ratings on the WAERT Scientific Exhibit Rating Scale, WAERT Computer Exhibit Rating Scale, or the WAERT Video Rating Scale, and their opinions will be final. First, second and third place awards will be presented to the individual(s) receiving the highest scores in the Scientific Exhibit, Computer Exhibit, and Video Display categories. In the event of a tie, a tie breaker system will be used. Information concerning the presenter(s) or program can be place next to the exhibit after judging has been completed.

In the event that there is only one entry in any given category, a minimum point total must be achieved. For video exhibits, a minimum of 108 points must be achieved. For the computer exhibits, a minimum of 87 points must be achieved.

10. **Tie Breaker**: The tie breaker system is used to break ties among the exhibits. Each judge will independently judge each exhibit. At the conclusion of scoring all the exhibits, each judge will independently rank the top three exhibits he/she was most impressed by. The judges' rankings will then be given 3 points for a 1st place vote, 2 points for a 2nd place vote and 1 point for a 3rd place vote. If a tie is found after the initial round of scoring, the tie breaker points will be added to the affected exhibits to determine a winner. If a tie still exists, the number of votes given versus the number of first place (or higher ranked) votes will be compared. If an exhibit has a penalty deduction, the tie will be automatically broken and the exhibit without a penalty will be given the higher ranking.