Preparing for Success at UURAF: The Virtual Experience
Welcome to Michigan State University Undergraduate Research Forum!

About UURAF

- Will we be using Symposium as the virtual platform
- ALL presentations will be asynchronous April 15-19, 2021
  - With synchronous facilitated discussion for the categories of visual & performing arts and film & digital media.
- ALL presentations must be uploaded to Symposium by April 4 at 11:59 PM
- Presenters, judges and evaluators will interact on Symposium via the comment feature
- UURAF is open to the public with a Symposium account

Click For:

Symposium at A Glance
Poster Presentation Quick Guide
Poster Presentation Extended Guide
Oral Presentation Quick Guide
Oral Presentation Extended Guide
Showcase Guide
Symposium at a Glance

This is what visitors will see when they join Symposium and visit UURAF

- All presentations will be visible to visitors (i.e. family, friends, research mentors)
- However, visitors **MUST** register for a Symposium account if they wish to comment
Presentation Dashboard

- This is what ALL presentations will look like
- Visitors can use search bar at top or filters on the upper left hand corner to search for presentations.

Variables, Injustice, and Reactions: Student Perceptions on Corporate Statements

**Presenter:** Spriha Sharma

Social media has become a ready platform for companies to utilize in order to speak on political events as they happen. This may be a sign of eager activism and genuine concern, but could also be interpreted as a way for companies to deflect responsibility. Corporate statements have run the gambit from supportive and action-oriented to disappointing and performative, yet are the most popular form of organizational communication. This study aims to understand the varying perceptions of organizational statements made in response to racial injustice by utilizing the variables of said statements.
Presentation View

- This is what visitors will see when they view a poster presentation.
- All presentation types will show presenter name(s) and abstract. Oral and showcase presentation will have a similar layout.

Interacting with Judges

- Use the comment box to interact with judges, evaluators, and visitors
  - Keeping in mind, all visitors must register for a Symposium account to comment
- You will receive an email when someone has commented on your presentation
UURAF 2021 Guide Sheet

UURAF Poster Presentations Quick Guide

Poster Content:
- Title and list of authors
- Institutional logo or sponsoring organization
- Introduction, Methodology/Methods, Discussion/Results, Implications/Conclusions
- No need for abstract
- The poster isn’t the whole story, it’s the summary □ You are the story.
- Ask someone else to proofread your poster
- Share your video pitch with someone for feedback

Uploading to Symposium
- Poster Presentations - https://urca.msu.edu/posters
  - PDF of Poster
    - Less than 10 MB
  - Video Poster Pitch
    - YouTube (unlisted)
    - 2-5 min

https://symposium.foragerone.com/uuraf21/submission
- * indicates required information
- May select more than one college
- Include presentation number in title
  - 123: Presentation Title
- Subject = UURAF Category (not your College)

During UURAF
- Check messages daily and respond to questions
- Share your experience on social media
  - #UURAF2021
- Visit other presentations
- Have fun!

After UURAF – Feature Opportunity
- Must be a current MSU student during 2021-2022.
- Send the following to ugrsrch@msu.edu
  - Submit a copy of your poster in PDF or PPT format with the appropriate poster size of 40x32. Posters outside of these dimensions will not be accepted due to the size of the wall casings in the neighborhoods.
  - Send a headshot style photo of yourself so we may add it to your profile.
We will follow up with a qualtrics survey for you to complete.

UURAF Poster Presentations Extended Guide

What’s expected of you and your presentation?
The best thing to do when planning a poster presentation is to get answers to the following questions:

1. Who will attend this conference and potentially view my poster presentation? What can I assume they know? What can I assume they’ll need explained?
2. What do I need to cover or include in my poster? How can I best make use of the space that I have?
3. What are the conventional norms for poster design and layout for my discipline?
4. What are some design and layout specifics, and what are the tools available to me to create my poster?
5. How can I best prepare to interact with people who stop to read my poster?

What are some design and layout specifics, and what are the tools available to me to create my poster?
Sketching out your presentation once you’ve brainstormed your content and addressed some of the questions and considerations above is a really helpful task. You can sketch out your poster by...
hand, or you can sketch it out using a range of software tools. Having a sense of what might go where is a useful step toward design. Regardless of how you lay out your poster, general tips include:

- **Make sure all of the text on your poster is in a large, readable font face—a size that people can easily read from standing, say, 10 feet away. (Don’t use a size smaller than 20 pt.)**

- **Make sure that the font faces you use are appropriate for your presentation and your audience (for instance, don’t use an “immature”-looking font face like Comic Sans or KidPrint, or a really aggressive, sloppy font face like Brutality or Laundromat.**

- **Remember that text set in ALL CAPS and long chunks of text set in italics is harder to read than text in standard sentence case.**

- **Effectively use headings and subheadings for the content of your poster, and make sure these headings stand out visually.**

- **Don’t clutter your poster with long, dense paragraphs of text. When it’s appropriate and when you can, present your information in succinct bullet points.**

- **Avoid using dark backgrounds with light text on top—most readers are most comfortable reading dark text (i.e., black) on light backgrounds (i.e., white). You don’t have to stick with black and white, but know that putting light yellow on dark purple might be difficult for your readers.**

- **Make sure all of your figures, graphs, photos, and other visual content are high-quality and will print well (and not get blurred or pixelated); make sure all of this content is clearly visible and readable from 10 feet away.**

- **Label each of your figures, graphs, photos, and other visual content so that your readers know exactly what the figure is referring to or presenting.**

**Registered student presenters will:**

- Create a poster presentation using standard poster presentation guidelines (we recommend Microsoft PowerPoint or similar software)
- Create a video discussing their poster presentation (2 to 5 minutes long)
- Upload their poster discussion video to YouTube.com as an unlisted video
- Enable the closed captioning feature on their presentation to promote accessibility and inclusivity
• Add the link to their unlisted YouTube video and PDF of poster (less than 10MB) to the UURAF event portal by 11:59 PM Eastern on April 4th

Special notes:
• Although posters will not be printed, we recommend designing the poster as if it were to be printed to a size of 40" x 32" (102 cm x 81 cm)
• Group presentations are acceptable if using proper physical distancing measures when preparing the video presentation
• UURAF is a public event--do not share confidential information in your presentation

Virtual Presentation Tips:
• Tips and poster samples
• How to record a PowerPoint presentation
• How to add caption to YouTube videos
• Unlisted video setting
• You may also create your video with other programs or technology, such as Zoom or OBS and edit/add captions with MSU MediaSpace, but the final video must be uploaded to YouTube due to event platform limitations.
• Attend one of our workshops or peer advising for more assistance
UURAF Oral Presentations Quick Guide

- Ask someone else to proofread your slides
- Make sure the file format is correct
- Make sure special elements (e.g., videos) work correctly
- Save your presentation in PDF, helps keep formatting
- Practice timing with a partner (7-10 mins)
- Incorporate closed captioning

**Uploading to Symposium**

- Oral Presentations - https://urca.msu.edu/orals
  - Video Poster Pitch
    - YouTube (unlisted)
    - 7-10min

[https://symposium.foragerone.com/uuraf21/submission](https://symposium.foragerone.com/uuraf21/submission)

- * indicates required information
- May select more than one college
- Include presentation number in title
  - 123: Presentation Title
- Subject = UURAF Category

**During UURAF**

- Check messages daily and respond to questions
- Share your experience on social media
  - #UURAF2021
- Visit other presentations
- Have fun!

**UURAF Oral Presentations Extended Guide**

**What’s expected of you and your presentation?**

For a class presentation, your professor might give you a list of requirements and expectations for your presentation. For a conference presentation, it might be assumed that you already know the requirements and expectations for a presentation or you might be provided some guidelines and expectations. The best thing to do when planning a conference presentation is to get answers to the following questions:

- Who will attend this conference and potentially my presentation? What can I assume they know? What can I assume they’ll need explained? (More on this below.)
What is the typical method of presenting at this conference? For instance, do people “read” a paper out loud? Do they show a slideshow? Do people typically engage the audience (e.g., by asking questions, or asking for feedback)?

How much time will I have to present? Will I be able to show a slideshow?

Oral presentations are often supplemented by some sort of slideshow (e.g., one created in Microsoft PowerPoint), because people tend to understand and retain what they both hear and see. Presentations will be pre-recorded oral presentations of 7-10 minutes.

Students will need to

- Create an oral presentation using standard presentation guidelines (we recommend Microsoft PowerPoint or similar software)
- Create a voice-over for their PowerPoint presentation lasting 7 to 10 minutes
- Upload their presentation with voice-over to YouTube.com as an unlisted video
- Enable the closed captioning feature on their presentation to promote accessibility and inclusivity
- Add the link to their unlisted YouTube video to the UURAF event portal by 11:59 PM Eastern on April 5th (Found in My Spartan Story)

Virtual Presentation Tips:

- How to record a PowerPoint presentation
- How to add caption to YouTube videos
- Unlisted video setting
- You may also create your video with other programs or technology, such as Zoom or OBS and edit/add captions with MSU MediaSpace, but the final video(s) must be uploaded to YouTube due to event platform limitations.
- Attend one of our workshops or peer advising for more assistance

UURAF Performance/Showcase Presentations Guide

Performance/Showcase Presentations

- Create and record a video of their performance, exhibit, or demonstration. Less than 15 minutes is recommended. (Documentary films, multimedia, and similar products may also fit well in this presentation type.)
- Prepare and record a 2-to-5-minute video describing the performance, exhibit, or demonstration
- Upload their presentations to YouTube.com as an unlisted video
- Enable the closed captioning feature on their presentation to promote accessibility and inclusivity
• Add the link to their unlisted YouTube videos to the UURAF event portal by 11:59 PM Eastern on March 31st

**Uploading to Symposium**

• Performance Presentations - [https://urca.msu.edu/orals](https://urca.msu.edu/orals)
  o Recommend less than 15 min video of performance, demonstration, or exhibition
  o 2-5 min video describing (pitch) their performance, demo, or exhibit
  o YouTube (unlisted)