

VIRTUAL POSTER PRESENTATION GUIDE

VIRTUAL TIMELINE

REGISTRATION OPENS

Head to Spartan
Experience
Record to submit
your research

REGISTRATION CLOSES

Last day to register, abstracts do not have to be completed

LAST DAY TO UPDATE ABSTRACTS

Finish editing abstracts and check with your mentor for approval

PRESENTATION DUE VIRTUALLY

Upload your
presentation
to Symposium
by
ForagerOne,
See you online
at UURAF

JAN 10

FEB 9

MAR 3

APR 9

APRIL 14: UURAF DAY!

SEE YOU SOON AT UURAF!

PRESENTATION GUIDELINES

Poster format: PDF. under 10MB

Orientation: Landscape or portrait

Voiceover length: 2-5 minutes

Voiceover recording:
You can use the recording
feature on Zoom or

PowerPoint

Voiceover upload:

After recording, upload the voiceover to YouTube as an unlisted video. Then submit to Symposium



Symposium preview



VIRTUAL PRESENTATION GUIDE

STEP-BY-STEP

REGISTER

- Begin drafting an abstract on Spartan Experience Record by 2/9/23
- Abstracts do not need to be completed to register
- Fill out the Undergraduate Research Experience module fields on the submission to document your research or creative work

FINALIZE

- Finish making revisions to your abstract by 3/3/23
- Create an account on <u>Symposium</u> by ForagerOne and upload your PDF presentation and abstract
- Complete RCR training by 4/7/23

REVIEW

- · Ask your mentor to review your submission
- · Start working on the video voiceover for Symposium
- · Check your email for any additional requirements
- Visit urca.msu.edu for helpful tips and resources

PRESENT

- Submit your presentation material to Symposium by 4/9/23
- Log in on 4/14/2023 for your live discussion session
- Be prepared to share your work and answer any questions on your research or creative activity

FAQ

How do I record and add the voiceover on Symposium?

- Review the Virtual Presentation section for <u>Posters</u>, <u>Orals</u>, <u>Performance</u>, <u>Film and Exhibits</u> sections on <u>urca.msu.edu</u> for more details about voiceovers.
 This page also provides helpful information on how to prepare your submission.
- My research isn't completed yet, can I still participate?
 - Yes! Research is a process and we welcome all stages. Just make sure your abstract is completed to the best of your ability by March 3.
- Do my mentors and co-presenters also need an account on Symposium?
 - Yes! If they want to participate in virtual discussion sessions