

# VIRTUAL PERFORMANCE, EXHIBITS AND FILMS PRESENTATION GUIDE

## VIRTUAL TIMELINE

### REGISTRATION OPENS

Head to Spartan Experience Record to submit your research

**JAN 10**

### REGISTRATION CLOSES

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

**FEB 9**

### LAST DAY TO UPDATE ABSTRACTS

Finish editing abstracts and check with your mentor for approval

**MAR 3**

### PRESENTATION DUE VIRTUALLY

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

**APR 9**

**APRIL 14: UURAF DAY!**

SEE YOU SOON AT UURAF!

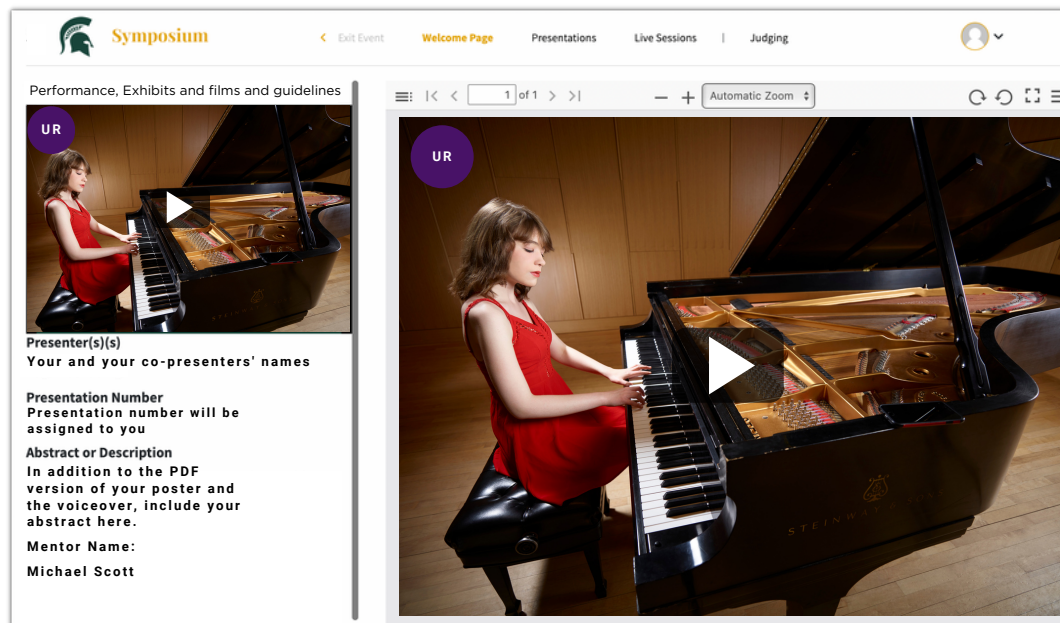
## PERFORMANCE, EXHIBITS AND FILMS GUIDELINES

### Presentation time:

Create and record a video of your exhibit. Shorter than 15 minutes is recommended

Prepare and record a 2 to 5 minute video describing the presentation

Upload your presentation and description videos to YouTube as an unlisted video. Then Submit to Symposium



The screenshot shows the Symposium website interface. At the top, there are navigation links: "Exit Event", "Welcome Page", "Presentations", "Live Sessions", and "Judging". The main content area is titled "Performance, Exhibits and films and guidelines". It features a video player on the right showing a woman in a red dress playing a grand piano. On the left, there is a form with the following fields:

- Presenter(s)(s)**: Your and your co-presenters' names
- Presentation Number**: Presentation number will be assigned to you
- Abstract or Description**: In addition to the PDF version of your poster and the voiceover, include your abstract here.
- Mentor Name**: Michael Scott

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 *Symposium 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](http://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 Posters, Orals, Performance, Film and Exhibits sections on [urca.msu.edu](http://urca.msu.edu) 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