IN-PERSON PERFORMANCE AND EXHIBITS PRESENTATION GUIDE

UURAF 25th Anniversary
University Undergraduate Research and Arts Forum
April 14th, 2023

IN-PERSON 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

UURAF DAY
UURAF! See you at the Breslin

APR 14

APRIL 14: UURAF DAY!

SEE YOU SOON AT UURAF!

PERFORMANCE AND EXHIBITS GUIDELINES

Presentation time: Create a presentation lasting less than 15 minutes (including a brief introduction to set the framework of the presentation)

Participate in 3-5 minute discussion period following your presentation

MICHIGAN STATE UNIVERSITY

Questions? Contact the UR Office at *ugrsrch@msu.edu*

Updated 11/23/2022

IN-PERSON 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 your submission to document your research or creative work

FINALIZE
- Finish making revisions to your abstract by 3/3/23
- Ask your mentor to review your submission
- Check your email for any additional requirements
- Complete RCR training by 4/7/23

PREPARE
- Keep an eye on your email for your assigned presentation session time
- Prepare and practice your presentation
- Visit urca.msu.edu for helpful tips and resources

PRESENT
- Arrive at the Breslin Center 30 minutes before your presentation session begins on 4/14/23
- Be prepared to share your work and answer any questions on your research or creative activity

FAQ

- **Do I need to submit my presentation virtually if I'm presenting in-person?**
  - No. While you can upload the presentation to Symposium to share your research with those who cannot attend in-person, it's not required.
- **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 3rd.
- **Do my mentors and co-presenters also need an account on Spartan Experience Record?**
  - MSU students and mentors can use their NetID to log in and edit and view corresponding presentations.