VIRTUAL ORALS PRESENTATION GUIDE

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

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!

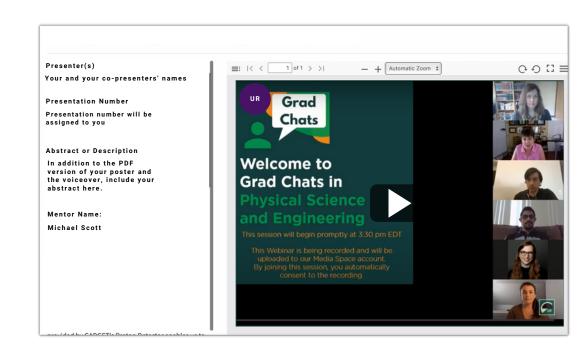### SEE YOU SOON AT UURAF!

ORALS GUIDELINES

Presentation time:
Create a voice-over for the presentation lasting 7 to 10 minutes

Upload presentation with voice-over to YouTube as an unlisted video

Enable the closed captioning feature to promote accessibility and inclusivity

Then submit to Symposium

Presenter(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

MICHIGAN STATE UNIVERSITY

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* 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* 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