



# VIRTUAL PRESENTATION GUIDE

### VIRTUAL TIMELINE

### REGISTRATION OPENS

Head to Spartan
Experience
Record to submit
your information
and let us know
you're interested!

# PRIORITY REGISTRATION CLOSES

Register to get top priority, abstracts do not have to be completed

# LAST DAY TO UPDATE ABSTRACTS

Upload your most updated abstract and check with your mentor for approval

### POSTERS DUE VIRTUALLY

Upload your poster and the voiceover to Symposium by ForagerOne

**MAY 28** 

**JUNE 17** 

**JULY 11** 

**JULY 21** 

**JULY 24: MID-SURE DAY!** 

### PRESENTATION GUIDELINES

#### Poster format: PDF. under 10MB

### **Orientation:**Landscape or portrait

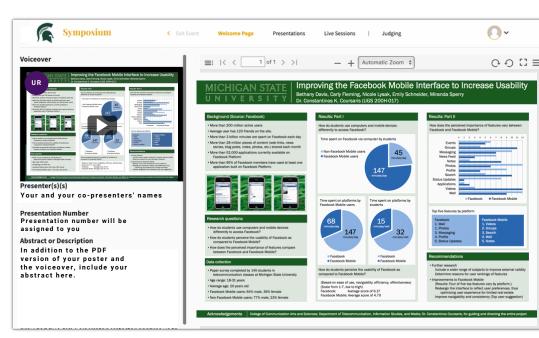
### Voiceover length: 2-5 minutes

### 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, add the link to Symposium



Symposium preview





### STEP-BY-STEP

#### REGISTER

- Begin drafting an abstract on ser. msu. edu by 6/17/24
- Abstracts do not need to be completed to register
- MSU Students: Fill out the Undergraduate Research Experience module fields to document your research or creative work

### FINALIZE

- Update your abstract on SER to the best of your ability by 7/11/24
- Create an account on Symposium by ForagerOne and upload your PDF poster and abstract
- MSU Students: Complete RCR training by July 11

#### 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**

- Upload all presentation elements on Symposium by July 21
- Questions that viewers have will be shared to you via email July 23-24
- Be prepared to share your work and answer any questions on your research or creative activity

### FAQ

- Can I only present posters?
  - Yes. Mid-SURE only accepts research posters.
- · How do I record and add the voiceover on Symposium?
  - Review the <u>Virtual Poster Presentations</u> section on *urca.msu.edu/posters* for more details about voiceovers. This page also provides helpful information on how to prepare your submission.
- I'm not a student at MSU, how do I register on Spartan Experience Record (SER)?
  - For a Spartan Experience Record registration walkthrough, visit urca.msu.edu/mid-sure
- 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 July 11th.
- Do my mentors and co-presenters also need an account on Spartan Experience Record?
  - If your mentor(s) or co-presenter(s) are <u>not</u> from MSU, they will need to create an account. MSU students and mentors can use their NetID to log in.
- I missed the registration deadline, can I still participate in MidSURE?
  - Yes! You <u>can still</u> register after June 17th using the late registration link on urca.msu.edu/mid-sure/reg. You just may not get the first category or modality of your choice so register before June 17th to let us know you intend to present and to get top priority!