



# VISUAL ARTS PRESENTATION GUIDE

## IN-PERSON TIMELINE

**JAN 13**

**PRIORITY  
REGISTRATION  
OPEN**

Head to [ser.msu.edu](http://ser.msu.edu) to submit your information and let us know you're interested in presenting

**FEB 12**

**PRIORITY  
REGISTRATION  
CLOSES**

Use the [late registration link](#) to register after Feb 12 and wait for staff confirmation

**MAR 20**

**LAST DAY TO  
UPDATE  
REGISTRATION**

Finalize your abstract and URE description. Get mentor approval Complete RCR training

**APR 10**

**UURAF SET UP!**

Bring your presentation materials to the Breslin Center between 1-4pm to set up your presentation!

**APRIL 11: UURAF!**

## PRESENTATION GUIDELINES

**Create a presentation lasting less than 10 minutes (including a brief introduction to set the framework of the presentation)**

**Participate in 3-5 minute discussion period following your presentation**



Questions? Contact the UR Office at [ugrsrch@msu.edu](mailto:ugrsrch@msu.edu)

Updated 2/24/2024



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## STEP-BY-STEP

### REGISTER

- Begin drafting an abstract on [ser.msu.edu](http://ser.msu.edu) by **2/12/25** for top priority
- Abstracts do not need to be completed to register
- Fill out the Undergraduate Research Experience module fields
- To register after Feb 12, use the [late registration link](#)

### FINALIZE

- Finish making revisions to your abstract by **3/20/25**
- Ask your mentor to review your submission
- Check your email for any additional requirements
- Complete RCR training by **3/20/25**

### PREPARE

- Keep an eye on your email for your assigned presentation time
- Please note that some emails will only go to the corresponding presenter. Coordinate with your group to share important presentation updates and information
- Practice your presentation. Visit [urca.msu.edu](http://urca.msu.edu) for tips and resources

### PRESENT

- Set up your presentation between 1-4pm on April 10 at the Breslin
- Arrive at the Breslin Center 30 minutes before your presentation session begins on 4/11/25
- 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. In-person presentations are not required to upload information to symposium
- **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 20.
- **I missed the priority registration deadline, can I still participate in UURAF?**
  - Yes! You can still register after February 12 using the [late registration link](#), but your preferred category or modality may not be guaranteed. Register by February 12 for priority consideration!
- **Do my co-presenters also need to register if we are presenting our project together?**
  - No. Only one person needs to register for UURAF. If you need to add members, please contact [ugrsrch@msu.edu](mailto:ugrsrch@msu.edu) with the names and netIDs of the co-presenters and/or mentors you'd like to add.
- **Can I present past research completed at MSU?**
  - Yes! If a student has completed undergraduate research in prior years, they are able to present.
- **Do I need fill out the Undergraduate Research Experience (URE) section?**
  - Yes, filling out the URE section ensures your research is officially recorded in your Spartan Experience Record (SER). This verified MSU transcript documents and highlights your skills and contributions to strengthen applications for graduate school, jobs, and scholarships.