



# IN-PERSON POSTER PRESENTATION GUIDE

## IN-PERSON TIMELINE

**JAN 12**

### PRIORITY REGISTRATION OPEN

Save your spot via  
ser.msu.edu.  
It's okay, if you  
have incomplete  
information!

**FEB 12**

### PRIORITY REGISTRATION CLOSES

Late registration  
link opens on Feb  
16. Fill out the  
survey and wait  
for staff  
confirmation

**MAR 12**

### LAST DAY TO UPDATE REGISTRATION

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

**APR 17**

### UURAF DAY!

Print out your  
poster! Arrive at  
the Breslin  
Center 30 min  
before your  
assigned time  
slot!

**APRIL 17: UURAF!**

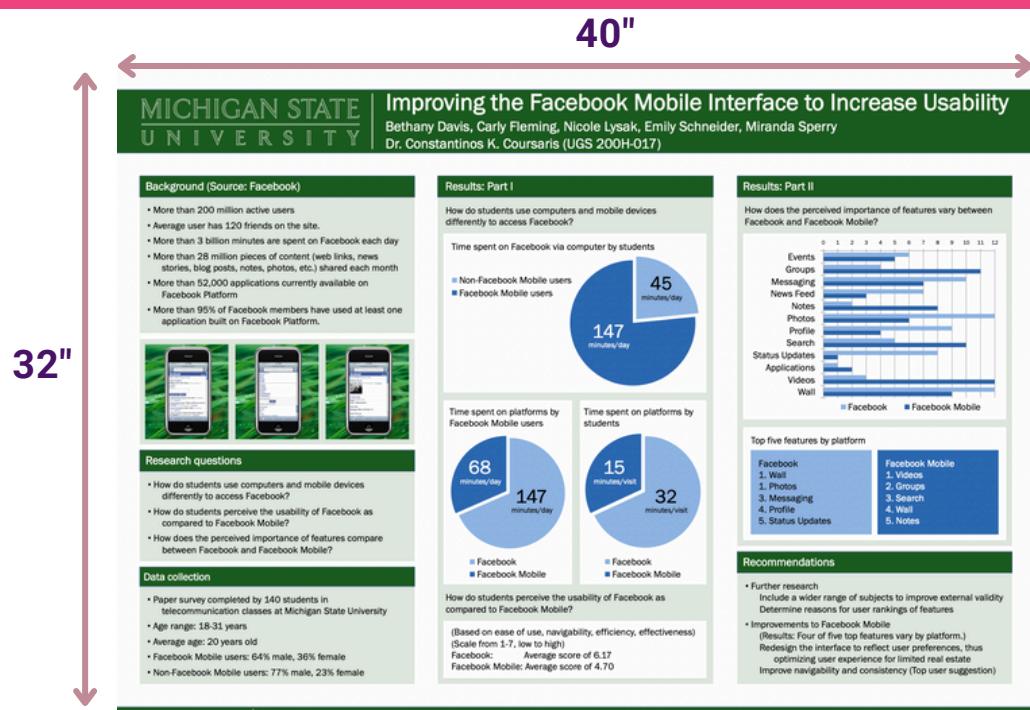
## PRESENTATION GUIDELINES

**Printed size:**  
40" x 32"  
(102 cm x 81 cm)

**Orientation:**  
Landscape or portrait

**Prepare a short pitch  
discussing the poster  
and your research**

**\*\*less than 3 minutes  
recommended\*\***



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

Updated 1/24/2026



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## STEP-BY-STEP

### REGISTER

- Begin drafting an abstract on [ser.msu.edu](http://ser.msu.edu) by **2/12/26** for top priority
- Abstracts do not need to be completed to register
- Fill out the Undergraduate Research Experience (URE) module fields
- To register after Feb 12, use the [late registration link](#)

### FINALIZE

- Finish making revisions to your abstract by **3/12/26**
- Ask your mentor to review and approve once you submit your final revisions
- Check your email for any additional requirements
- Complete RCR training by **3/12/26**

### 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

- Arrive at the Breslin Center 30 minutes before your presentation session begins on **4/17/26**
- 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 try to complete your abstract to the best of your ability by March 12. Mentors can edit submissions until March 19.
- **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 (corresponding presenter) will register for UURAF. During registration, they will add co-presenter and mentor names and NetIDs. If you have questions, please contact [ugrsrch@msu.edu](mailto:ugrsrch@msu.edu) for assistance.
- **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.