UURAF

University Undergraduate Research & Arts Forum

April 17, 2026

VIRTUAL POSTER PRESENTATION GUIDE

VIRTUAL TIMELINE

FEB 12

PRIORITY REGISTRATION CLOSES

Use the *late registration link* to register after Feb 16 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 12

PRESENTATION DUE VIRTUALLY

Upload your recorded voice-over presentation to *Symposium* by *ForagerOne*.

APR 16-17

UURAF!

See you online at UURAF! Log into Symposium to monitor engagement and respond as needed

APRIL 16-17: UURAF!

PRESENTATION GUIDELINES
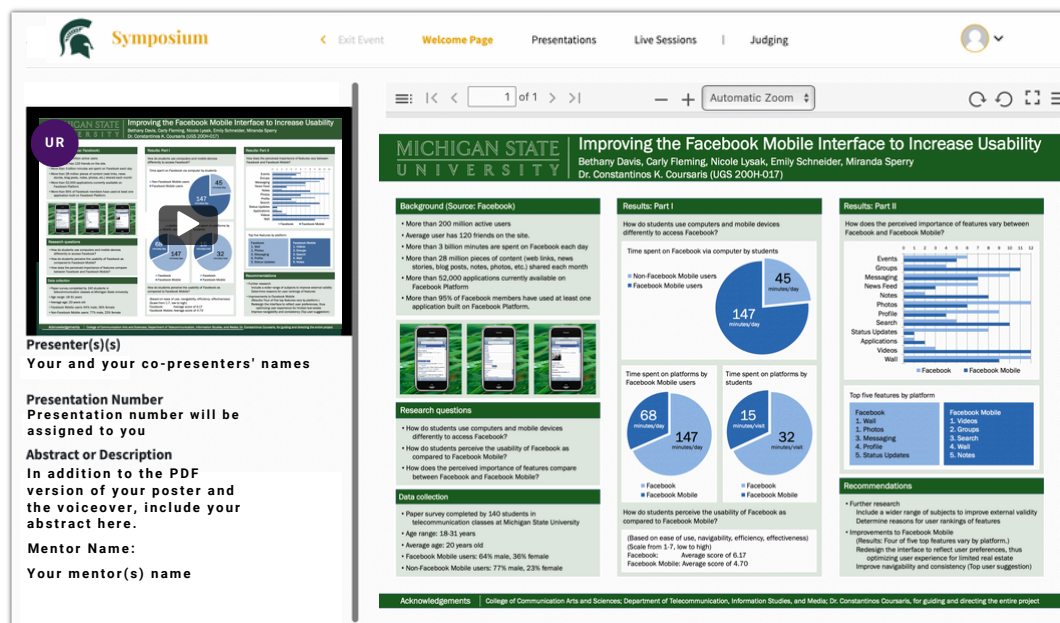
Poster format:
PDF, under 10MB

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*. Enable the closed captioning feature to promote accessibility and inclusivity

Submit to Symposium

Symposium preview

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STEP-BY-STEP

REGISTER
- Begin drafting an abstract on 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 16, use the late registration link

FINALIZE
- Finish making revisions to your registration by **3/12/26**
- Ask your mentor to review your submission
- Create a *Symposium by ForagerOne* account. Start working on your presentation video and/or voiceover for Symposium
- Complete RCR training by **3/12/26**

REVIEW
- Check your email for any additional requirements
- Please note that some emails will only go to the corresponding presenter. Coordinate with your group to share important presentation updates and information.
- Visit *urca.msu.edu* for helpful tips and resources

PRESENT
- Submit your presentation material to Symposium by **4/12/26**
- Link to symposium will be provided in March
- Be prepared to share your work and answer any online questions on your research or creative activity from April 16-17

FAQ

- **How do I record and add the voiceover on Symposium?**
  - For more information on preparing your virtual submission, please review the *Virtual Presentation* section for Posters, Orals and Films sections on *urca.msu.edu* for more details.
- **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.
- **Do my mentors and co-presenters also need an account on Symposium?**
  - Yes! If they want to participate in virtual discussion sessions, they will need to register for a free Symposium account.
- **I missed the priority registration deadline, can I still participate in UURAF?**
  - Yes! You can still register after February 16 using the *late registration link*, but your preferred category or modality may not be guaranteed. Register by February 12 for priority consideration!
- **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.