



# **Presenter Guide**

## **2021 Undergraduate Research Symposium**

## Thank you for participating in the 11th annual Undergraduate Research Symposium at the University of Oregon!

This year the symposium will take place virtually. Both poster and oral presentations will be digital and video creations.

- 1) Posters will be a single PowerPoint style slide, accompanied by a 3 to 5-minute (maximum) voiceover or video recording summarizing the highlights of your research project.
- 2) Oral presentations will occur on Zoom and are performed as panels that include three to four students, and a moderator who will facilitate the session
  - a. Oral presenters in the panel will each have 10–12 minutes to deliver their presentations, immediately followed by a five-minute period for audience questions and discussion. Panels will reserve 10–30 minutes for general discussion after the last panelist has concluded their presentation depending on the total number of panelists.

### Designing Your Poster and Oral Presentation Backdrop Slide:

Poster presenters are recommended to use PowerPoint to design your poster.

Oral presenters may design a single backdrop slide/visual aid- though this is an *optional for oral presentations*.

PowerPoint is available to all UO students. You can find instructions on downloading the latest Office 365 [here](#).

- There are poster development video tutorials on the [ASURE](#) page, and more will be added to the [Symposium YouTube channel](#).
- There are poster templates posted [here](#) (on the Undergraduate Research Symposium website > Digital Poster Presentation Information > Developing Your Poster)
- Students can also get additional support through [Virtual Open Hours](#) for undergraduate research and distinguished scholarships.

Although we recommend using PowerPoint, presenters may also create a poster through Zoom. Below is information for both processes.

**\*\* Max file size is 100 MB. If your file exceeds that amount, try first compressing it using an online mp3/mp4 compression website and upload again.\*\***

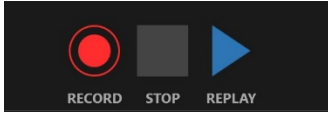
### How to Prepare Your Video on PowerPoint:

1. Open your poster/presentation through PowerPoint

2. Go to Slide Show
3. Click "Record Slide Show"



4. Click "Record from Current Slide" for **Posters**
5. Begin recording by clicking "Record" . The slideshow will count down from 3



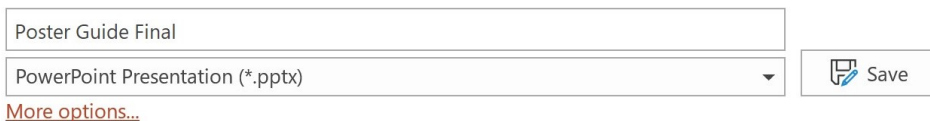
6. Hit the "stop" or "pause" button to stop the recording
7. Be mindful to pause between slides when speaking. The audio pauses for a second when you change slides

### How to Turn your PowerPoint into a Mp4

1. You'll want to save two copies of your PowerPoint: one to make into the pdf and one into mp4
2. To save one as your mp4, go to file < export < create a video
3. Once you hit "Create a video", select "Full HD"
4. Also select, "Use Recorded Timings and Narrations"



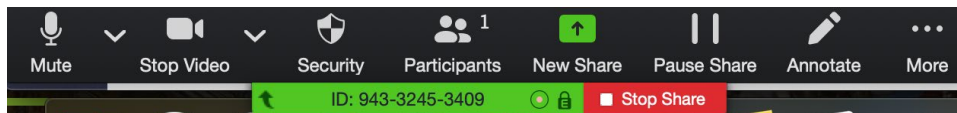
5. To save as a pdf, go to "Save a Copy"
6. Select the drop-down list of formats and save as a pdf



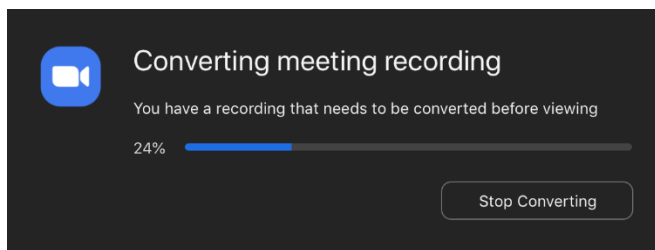
7. Entitle both poster files with the "lastname firstname 2021urs" (**only**) of the primary form submitter/presenter, so that it can easily be matched to the project.

## How To Prepare Your Video On Zoom:

1. In the Zoom application, select new meeting. Stop video.
2. Check that your audio is working in preference > audio
3. Begin screen sharing and enter presentation mode on your poster in PowerPoint.
4. Begin recording by clicking record. You should see a blinking red light, indicating that the recording has started.



5. Give your 3-5 minute summary of your research project.
6. You may pause your recording at any time and restart. However, if you stop recording you must start a new meeting.
7. When you have finished your speech, stop recording then stop share.
8. Click on End Meeting
9. Zoom will immediately begin converting your recording to an mp4 file. Allow it to complete and access your recording in Zoom > Meetings > Recorded



10. Save your poster as a pdf. File> Save As> PDF
11. Entitle both poster files with the "lastname firstname 2021urs" (only) of the primary form submitter/presenter, so that it can easily be matched to the presentation.

## How To Upload Your Poster:

All poster presenters will receive a link to upload their poster (video and PDF format)

1. Once you have completed the steps to save your poster file in MP4 and PDF formats, you will upload both files to the [2021 Undergraduate Research Poster Presentation and Scholars' Bank Submission Form](#). Please submit your poster files *no later* than **May 18, 11:59 pm PDT**.
2. You will be unable to change your submission, so please ensure your work is accurate and properly formatted.
3. If you have any difficulties submitting, please email [ugresearch@uoregon.edu](mailto:ugresearch@uoregon.edu)

## If you need to compress your video

The “file upload” form will also accept zip files. So you can compress the files you are submitting into a zip file to make it smaller and potentially “fit” the size limit. To do this on Windows or Mac is pretty easy – the instructions are at the following links:

- [How to zip files on Windows](#)
- [How to zip files on Mac](#)

The solutions provided above are quite simple, so there is the chance that they might not compress the file enough to bring it under the size limit. If that’s the case, you will need a more customizable program like 7Zip, which is free: <https://www.7-zip.org/>.

## What is [Scholars’ Bank](#) (for poster presenters only)?

It is an online database through the UO Libraries that stores and provides open access to student work and projects. For the symposium it helps us organize all submissions on one platform. Following the symposium, your poster will remain on scholar's bank for you to access later and share with others. Any material you submit to Scholars' Bank remains under your copyright, unless you have signed that copyright away to another person or company. If you have more questions, please email [scholars@uoregon.edu](mailto:scholars@uoregon.edu)

## Subscribe to the Undergraduate Research Symposium YouTube Channel!

The Undergraduate Research Symposium hosts the [Symposium YouTube channel](#) where students’ mp4 video research project files will be uploaded to the channel on a rolling basis. We encourage you to share this link with friends and family on social media so they can celebrate your hard work. If you do not want your work shared on the YouTube channel, please email your request to [ugresearch@uoregon.edu](mailto:ugresearch@uoregon.edu)

## ON THE DAY OF THE SYMPOSIUM

The symposium will take place on **MAY 26-27, 2021**. Visit the [Undergraduate Research Symposium website](#) for the detailed schedule.

### POSTER PRESENTERS

**Interactive virtual poster** presenters will be assigned to a Zoom session with 6-8 fellow presenters based on field of research, common theme/question, or group project. Faculty Mentors and guests will be invited to the Zoom sessions and the moderator(s) will introduce each presenter and facilitate questions and discussions.

All Zoom sessions will be recorded and uploaded to the Symposium YouTube channel for viewing after the Symposium as part the Symposium on-line exhibit. Some sessions will occur LIVE on YouTube, then uploaded to the Undergraduate Research Symposium YouTube channel in the following days. This allows friends and family to continue to enjoy the symposium and provide students with links for online portfolios.

The poster session schedule and list of presenters will be on the symposium schedule.

### What to Expect:

If you have opted to participate in a Zoom Interactive Poster Discussion Session, the time of that session will be confirmed. You will be provided the link to the session, the time of the session, and the order each of you will present in.

Guests can log in to watch the virtual session in zoom on a first-come, first-save basis and submit questions during open question and answer time.

The Zoom session will open 10 minutes before presentations begin. You will be emailed a link to log in as a panelist for your session. Please make sure you are in a comfortable, clean and quiet space with stable internet connection. Using a wired set of headphones with a microphone is helpful in preventing audio distortion. We recommend having your poster PDF open ready to screen share.

Following each presenter, the moderator will open up the session for questions from panelists and attendees. Please feel free to come prepared with some questions for your fellow presenters.

### ORAL PRESENTATIONS

There will be 5 concurrent Oral Presentation panels in each session throughout the day, each is a maximum of 90 minutes in length at the following times:

- 9:00 am - 10:30 am

- 10:45 am -12:15 pm
- 1:45 pm - 3:15 pm
- 3:30 pm – 5:00 pm

The committee will assign your session time. Each presenter will be provided with a panelist invitation via email with the link to their session. Specific scheduling requests are not able to be accommodated due to the volume of presentations to be scheduled.

Please test your audio and video beforehand to ensure that all is in working order, and consider having a set of wired headphones with a microphone in case you experience audio issues during your session. It's recommended for you to have a glass of water nearby during your presentation, in case your throat gets dry. Just make sure it's not a loud beverage container (such as a HydroFlask water bottle or a glass of water filled with ice).

### **Enjoying Other Students' Presentations.**

We encourage all students to attend and enjoy all of the virtual events throughout the Week of Research, including symposium events throughout the 26<sup>th</sup> and 27<sup>th</sup>. There will be a limit of 100 attendees per session, so attendees will be accepted on a first come, first served basis. We ask all students demonstrate respect to the presenters and moderators, otherwise, you may be removed from the session.

### **Technology and Access:**

The interactive virtual poster discussion session requires all participants to have stable internet and access to a computer. The University of Oregon has committed to providing laptops to all students who need one. You may request a laptop [here](#). Students who rely on public WiFi can access the university VPN from their home computer which provides an extra layer of security. Instructions on connecting to VPN can be found [here](#).

### **Questions?**

Email: [ugresearch@uoregon.edu](mailto:ugresearch@uoregon.edu)