Oral Presentation Guide
The 2020 Undergraduate Research Symposium

UNIVERSITY OF OREGON
Thank you for participating in the 10th annual Undergraduate Research Symposium at the University of Oregon!

This year, oral presentations will be happening on Zoom! Oral presentations are done in panels (Zoom sessions) of four to six students and a faculty moderator. The Symposium Committee will assemble oral and creative work presenters based on a disciplinary or interdisciplinary theme.

Panelists will have 10–12 minutes to deliver their presentations immediately followed by a 3-5 minute period for audience questions and discussion. Panels will reserve 10-20 minutes for general discussion after the last panelist has concluded their presentation depending on the total number of panelists.

How to Develop Your Presentation:

We recommend using PowerPoint to design your presentation or visual aid, however it is not required. PowerPoint is available to all UO students. You can find instructions on downloading the latest Office 365 [here].

- There is an oral presentation video workshop tutorial posted on the ASURE page.
- Students can also get additional support through ASURE, CURE, and UROP Open Hours
Subscribe to the Undergraduate Research Symposium YouTube Channel!

The Undergraduate Research Symposium will host a UO Undergraduate Research Symposium YouTube channel where students’ research posters and oral presentations will be uploaded on a rolling basis. Oral presentations will also be shared on the YouTube channel LIVE or uploaded after the panel. Oral presenters will be contacted if they are part of the LIVE panels. We encourage you to subscribe to the channel, and share the 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

ON THE DAY OF THE SYMPOSIUM

The symposium will take place on MAY 21, 2020. Visit the symposium landing page website for the full schedule.

There will be 4 Oral Presentation panels throughout the day, and will be 90 minutes in length:

- 10:00 am - 11:30 am
- 11:45 am - 1:15 pm
- 1:30 pm - 3:00 pm
- 3:15 pm - 4:45 pm

You will be contacted by your session’s moderator prior to the day of the symposium. You will be provided the invitation link to the session, the time of the session, and the order each of you will present in.

Presentation sessions will be limited to 40 participants including presenters, moderators, faculty mentors, and guests.

If you listed guests to invite on the confirmation form, they will be also sent information on how to join the session. Your faculty mentors will also be invited automatically. Other UO students and faculty are also welcome to attend and may RSVP in advance.

The Zoom session will open 10 minutes before presentations begin. The moderator will let you and your guests enter the room at the appropriate time. Please make sure you are in a comfortable, clean and quiet space with stable internet connection. We recommend having your presentation ready to screen share.

The Faculty Moderator will welcome the participants, introduce the title of the session, introduce the presenters by name and title of presentations, and reconfirm the agenda of the session. They will also serve as time keepers and facilitate questions and discussion.
Following each presenter, the moderator will open up the session for questions. There will be some audience questions and also prepared questions.

Presenters will be invited to join a Symposium TEAMS channel if there are questions, on the day of the event. This channel will function as a virtual “Help Desk” monitored by staff to offer live chat response for technology and other questions.

**Enjoying Other Students’ Presentations.**

We encourage all students to attend, and enjoy all of the virtual symposium events throughout the day, even if they are not presenting. Please RSVP for oral and poster sessions you would like to attend on Zoom at [https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X](https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X). There will be a limit of 40 attendees per session, so RSVPs will be accepted on a first come, first serve basis. We ask all students demonstrate respect to the presenters and moderators, otherwise, you may be asked to leave the session.

**UO Virtual Backgrounds**

If you would like to project a pre-designed virtual background, here are some resources. Please note there may be computer system requirements:

- [UO virtual backgrounds](https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X)
- [Canvas virtual backgrounds](https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X)
- [Unsplash](https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X)

Here is the link to UO Service Portal instructions on how to use virtual backgrounds: [https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=101741](https://service.uoregon.edu/TDClient/2030/Portal/KB/ArticleDet?ID=101741)

**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](https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X). 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](https://oregon.qualtrics.com/jfe/form/SV_dau8B14PbYLDZ1X).