**Symposium Overview**

To honor the original research and creative work of our students, the Undergraduate Research Symposium strives to offer the experience of presenting at an academic conference in a supportive environment, and the role of the moderator plays an integral part in this endeavor.

The 10th Annual Symposium has shifted to a virtual format to ensure the institution can still showcase undergraduate researchers and allow students to develop presentation skills and academic portfolios, as well as perform this important element of the scholarly process.

It is still highly recommended that the moderators reach out to the students presenting in their assigned session to introduce yourself. The Symposium will place moderators in contact with their students prior to the event. Student feedback has found that this engagement helps to reduce anxiety students may have about presenting orally and using Zoom technology.

**YouTube Channel:** All Zoom sessions will be recorded and then uploaded to our new Symposium YouTube Channel (part of the UO YouTube channel) to allow viewing by a wider audience. The presentation videos will remain available after the Symposium as part of an on-line exhibit of student research and creative work. The virtual format has enabled the Symposium to expand its outreach exponentially this year to high school students, teachers, and principals; prospective and incoming students and families; parents and families of current students; alumni, donors; the Lane Community College community and fellow McNair Scholars Programs.

**Abstracts:** The digital Symposium Program Book contains all students' abstracts and will be available on May 10 via the Undergraduate Research Symposium landing site, in PDF format. The Symposium does not collect full papers from the presenters. Hence, the Primary Moderator will assume the role of a “chair” rather than a “discussant.” Moderators will receive a list of students assigned to their presentation session, as well as the students' abstracts, which can be reviewed in advance.

**Zoom Presentation Sessions Format Overview**

Oral and poster presenters will deliver their presentations in a Zoom Session with two moderators assigned to each session, and may share any multimedia content via the “share screen” feature, such as a PowerPoint slide or a digital poster. Primary and Secondary Moderator roles will complement one another, with the Primary Moderator managing the interpersonal engagement and the Secondary Moderator managing the Zoom logistics.

**Oral sessions** will be 90 minutes in duration; comprise three to six presenters organized by field of research, common theme, or group project; and scheduled in one of four time slots: 10:00am – 11:30am, 11:45am – 1:15pm, 1:30pm – 3:00pm, and 3:15pm – 4:45pm.
Oral presenters will deliver 10-12 minute presentations and have 3-5 minutes to answer questions immediately following their presentation. There will be approximately 15 minutes reserved after the final presentation to allow for general discussion and questions. Moderators are also welcome to exercise their discretion about establishing presentation and discussion times based on the size of their respective panels.

**Poster sessions** will be 60 minutes in duration; comprise four to six presenters similarly organized to oral sessions; and scheduled in one of two time slots: 5:00pm – 6:00pm or 6:00-7:00pm. Poster presenters will deliver 5-8 minute presentations based on number of presenters in the session. The final 10-15 minutes will be reserved for questions and discussion. (Note: The “live” poster presentation sessions are shorter duration than oral sessions because all poster presenters prepare and submit pre-recorded poster presentations by May 18 for award judging.

**Participants:** All Zoom sessions will be scheduled centrally by the Symposium organizers and moderators will receive email invitations to their assigned session. To ensure security and manageability of the sessions, guest access to the Zoom sessions will be restricted to presenters, moderators, faculty mentors, and pre-registered guests with a 35-40 participant limit.

Each presenter may identify up to three guests they wish to invite via the presenter confirmation survey. The UO community will also be able to “register” for sessions they wish to attend on a first-come, first-serve basis via our Virtual Symposium Landing Page and Program Book with a registration deadline 48-hours prior to the event. Only these individuals will receive the invitation to the respective Zoom session, and the secondary moderator will have a list of pre-registered guests so they know who is authorized to join the session.

**Primary Moderator Role (Interpersonal Engagement)**

The primary moderator will introduce the students, assist with time keeping, and facilitate questions and discussion after the presentations.

- Greet and welcome each presenter as the Secondary Moderator admits them to the Zoom session.
- Review the format and agenda for the session with the presenters and guests.
- Introduce the session title, and the name, major, and presentation title of each panelist
- Keep time and guide flow of session
- Facilitate questions and discussion between audience and panelists
- Offer general support and reassurance to students who are likely presenting their research in a public forum for the first time—especially virtually
- Manage audience professionalism and conference etiquette

**Secondary Moderator Role (Zoom Session Logistics)**

The secondary moderator will manage the Zoom Session waiting room, admit pre-registered guests, lock the session after all guests have been admitted, manage “muting” of participants as needed, and assist with any questions posted in the live chat.

- **Record the Zoom Session.**
  - Select the “Record” button in the pop-up menu appearing at the bottom of the screen.
  - Choose “Record to the Cloud.”
  - Begin Recording the session before it starts as soon as you login.
Choose the “Stop Recording” button at the end of the meeting.

- **Manage Participants.** Secondary moderators will receive a list of names of the presenters, faculty mentors, pre-registered guests and Primary Moderator prior to the event. Only these participants will be “admitted” to the Zoom Session.
  - Select the “Manage Participants” button in the pop-up menu appearing at the bottom of the screen. This will open the “Waiting Room” column on the right-hand side of the screen.
  - As names of authorized participants appear in the “Waiting Room” select the blue “Admit” button adjacent to their name. They will enter the session “muted” by default.
  - After admission, manage individual participants as needed by hovering cursor over the upper right corner of their video window. Options include “mute/unmute,” “Ask to Start Video,” and “Chat.”

- **Lock Meeting.** To prevent “Zoom Bombing” and provide greater security for the session, Secondary Moderators will “Lock” the session after all pre-registered guests have been admitted or after the first ten minutes of the meeting have transpired.
  - Select the “Security” button in the pop-up menu appearing at the bottom of the screen.
  - Choose “Lock Meeting.”

- **Share Screen Authorization.** Ensure presenters have authorization to share their screens.
  - Select the “Share Screen” button in the pop-up menu appearing at the bottom of the screen.
  - Choose the option to allow presenters to share their screens.

- **Monitor the Chat Window.** Secondary moderators will monitor the chat window and assist the Primary Moderator if any questions are posted in the chat by participants.
  - Select the “Chat” button in the pop-up menu appearing at the bottom of the screen. This will open the “Chat Window.”
  - You may respond in the “Chat Window” privately to a specific participant, including the co-host, or publicly with all participants.

- **End the Session.** Secondary moderators will end the session by clicking on the “red font” “End Meeting” text.

**General Zoom Login Guidelines**

**Log In:**
1. All moderators will enter their assigned sessions at least 10-15 minutes prior to its scheduled start via the emailed invitation link.
2. Moderators will be prompted to log into their UO Zoom account to start the session with their regular UO credentials. No special password or username required.
   a. Familiarize yourself with any settings that you might need (e.g. mute all participants upon entry, allow screen sharing)

**Turning on Closed Caption Option as an Admin in Zoom:**
1. We recommend turning on the Closed Caption feature, for those who may need it
2. Sign in to the Zoom UO web portal
3. Click Settings > In Meeting (Advanced) > scroll down to Closed Caption
4. Turn on Closed Caption option

**Moderator Support**

**Virtual Help Desk:** To ensure moderators have access to real-time support during the Symposium, all moderators will be invited to a MS Teams channel that will function as the “Virtual Help Desk.” Moderators may ask questions via live chat and receive answers from IT and Symposium staff.

- Moderators will be invited to join the “May 21 Undergraduate Research Symposium Event” MS Teams group.
- If you have questions or need assistance, simply submit a chat to this monitored channel.
- When entering a chat - please include the oral session title so that it can easily be identified.

**Moderator Orientation**

Moderators will be invited to join an orientation session with Symposium organizers within Zoom to ensure they are familiar with the environment and confident in their roles.

**Moderator Feedback**

We invite you to submit your moderator feedback about the session at: https://oregon.qualtrics.com/jfe/form/SV_eyyQCGp4KS4y8o5 This will greatly assist the Undergraduate Research Symposium Steering Committee with our planning.
For additional information about the Undergraduate Symposium please visit our website: http://undergradsymposium.uoregon.edu/