

40th Annual Medical Student Research Day

Thursday, September 28, 2017

Noon – 7:30 p.m.

Bressler Research Building (BRB) and Medical School Teaching Facility (MSTF)

Abstract Submission

The Office of Student Research (OSR) in the Dean's Office and the Alpha Omega Alpha (AOA) Honor Society have sponsored Medical Student Research Day (MSRD) for 40 years. MSRD is a proud tradition for University of Maryland's medical students to present their research accomplishments to the school and the campus. The presentations are judged, and competitive awards and prizes are given in recognition of outstanding research and presentations.

Attending the Event

Event attendance is open to the entire campus. UM SOM faculty, staff, and students are encouraged to attend the event.

To **RSVP** for attending the event, please respond through the online [MSRD RSVP Form](#) as early as possible. Deadline extended to **Tuesday, September 26**.

Note: To be eligible for award prizes, presenter must be present at the Awards Banquet. Please see “**Presenter General Attendance, Awards and Prizes**” section.

Event Procedures

All presenters must be present at their assigned presentation session for the duration of the session (1 hour and 50 minutes for oral presentation session, 1 hour for poster presentation session). During other presentation session times, presenters are free to attend presentations that interest them. Presenters are highly encouraged to engage and interact with other presenters as their audience during oral or poster presentations throughout the event.

Oral Presentations

Presentation Procedures

1. Presentations may be grouped by research subject area or themes into sessions. Two or more presentations may occur concurrently in separate sessions located in different rooms.
2. Presenters must be present at the assigned presentation session for the entire the session (1 hour and 50 minutes).

3. Each presentation is limited to a **maximum of 15 minutes: 12 minutes for presentation slides and 3 minutes for questions and discussion**. Time will not be extended for any reason, including technical issues.
4. A **moderator** will keep time and **indicate 2 minutes remaining** of the 12 minutes for presentation slides using a **colored card**. At the end of 12 minutes, the moderator for the presentation session will transition the presentation into Q&A for the remaining 3 minutes.
5. Time will be kept strictly according to schedule. The next presenter should be waiting near the podium during Q&A of the prior presentation. If a presentation is finished early, the next presenter will wait until his or her scheduled time.
6. **Suggested times:** Use the first 2 minutes to introduce the subject matter of the research and the next 1 minute to explain the methods. The results will occupy the majority of the remaining time. Leave 1 minute at the end of the presentation for summary and conclusions. If the research has not progressed far enough to include results and conclusions by the time of the event, potential results and possible implications if applicable can be discussed.
7. Close the presentation when finished.

Audiovisual Aid

MS PowerPoint is the only audiovisual medium permitted to aid oral presentations. All presentation media must be included in the PowerPoint file.

1. All PowerPoint presentations must be submitted in advance according to instructions. On the day of the event, the presentation files will be pre-loaded on the desktop of the podium computer in the assigned presentation room. **No personal laptops** will be used.
2. Prepare the presentation as a single **PC-compatible** PowerPoint file (MS PowerPoint version 2007 or later). If you use a Mac computer to create your presentation, please test the presentation file on a PC prior to submitting the file.
3. **Include your presentation ID** (e.g., "0.01") clearly visible **at the top of each slide**, either on the top left or top right corner consistently. Each presenter's presentation ID will be listed in the presentation schedule.
4. **Please bring a hard copy** of your PowerPoint slides and any notes for your presentation on the day of the event. Presenter View for PowerPoint may not be available on the podium computers. You should bring your own notes separately if they are needed. In the rare case of technical issues, please be prepared to continue the presentation with or without the aid of PowerPoint.

PowerPoint File Submission

1. It is recommended that you submit your file by Tuesday, September 26 so that you can have Wednesday to rehearse more using the final version.

- a) PowerPoint File due: **Noon on Wednesday, September 27.**
Email the PowerPoint file to StudentResearch@som.umaryland.edu.
- b) Use as the subject of your email “**MSRD PowerPoint – PresentationID LastName, FirstName.**” Each presenter’s presentation ID will be listed in the presentation schedule.
- c) Name the PowerPoint presentation file using the presentation ID, last name, and first name: “**O.10.Smith.Joe**” (first character: letter “O” for oral, letter “P” for poster).
- d) Late submissions will not be accepted and may result in presenting without a PowerPoint. You will not be permitted to load your presentation the day of the Forum.
- e) Preview all the slides before final submission. Make sure your final presentation file is approved by all of your mentors and co-investigators.

Poster Presentations

Poster Dimensions

Poster boards provided have a usable surface area (cork board) of **48” wide by 36” tall** (4’x3’). All **posters should be 4’x3’**. Make sure the appropriate poster dimensions are set in the PowerPoint file for your poster (in page setup).

Poster Production

Presenters are responsible for producing the poster and bringing it to the event. Contact the printing service in advance to find out fees, turn-around time, and other logistics. **Posters must be ready to be set up at the designated time on the day of the event.** Make sure you submit the poster file to be printed in time to have the poster in hand by the day before the event.

The School of Medicine’s [Division of Visual & Broadcast Media](#) on the first floor of Bressler offers poster production services. The office is located on the first floor of Bressler, room 1-009. The fee is **\$65** for recommended 4’x3’ size. Consult the office for specific turn-around time.

The Health Sciences and Human Services Library (HS/HSL) also provides poster printing services for a fee of **\$50**. For more information, visit the [HS/HSL Poster Printing](#) webpage.

The Office of Student Research does not provide funds for producing posters for MSRD.

Presentation Procedures

1. Each of the poster presentations will be 1 hour long. Approximately 10-20 posters will be presented during each poster presentation session at different locations. Attendees will navigate the poster areas, browse posters they are interested in, and engage the presenters.
2. Presenters must stay at their assigned presentation location and present for the duration of the presentation session as attendees visit the posters.
3. **Recommended:** Prepare a brief (~5 minutes) presentation that you will likely repeat multiple times during the session. Be prepared to answer questions during or after your presentation.

Poster presentations tend to depend heavily on the specific interaction of the individual audience and the presenter.

Poster File Submission for Record

Email to StudentResearch@som.umaryland.edu the file you used to print the poster **by Thursday, September 28**. The file will be used to keep a record of the poster content presented at event.

Poster Setup and Take-Down on the Day of the Event

1. Follow the designated times for poster setup and take down according to the general schedule. Check the presentation schedule for specific location of your poster.
 - a) **Poster Presentation Sessions I & II:** Setup at 7:00 a.m. – 12:20 p.m., takedown at 3:35 – 3:45 p.m. after Poster Session II.
 - b) **Poster Presentation Sessions III:** Setup at 3:45 – 4:15 p.m., takedown at 5:15 – 5:25 p.m. after Poster Session III.
2. Poster boards will be labeled by presentation ID. Poster ID cards will be pinned on the top left of the poster boards. **Please pin the poster ID card on top of your poster** clearly visible on the top left corner. Each presenter's presentation ID will be listed in the presentation schedule.
3. Bring your own push pins.

Presenter General Attendance, Awards and Prizes

Presenter Attendance at the Event

1. Presenters are highly recommended to attend lunch during event opening for Opening Remarks, Keynote Address, and Event Schedule and Procedures.
2. During times other than their assigned presentation session, presenters are encouraged to attend other presentations, interact as audience, and support fellow presenters.
3. Presenters are highly encouraged to attend the Awards Banquet in celebration of their research achievements, their participation in MSRD, and the honored awardees.

Awards and Prizes

1. Each eligible presentation will be judged. Based on the judging results, presenters will be competitively awarded for outstanding research and presentation.
2. **Awardees must be present at the Awards Banquet to be eligible to receive prizes.**
3. Award prizes in the form of checks will be issued after the event. Awardees will receive instructions for applicable forms and information.