

43rd Annual Medical Student Research Day

Tuesday, November 12, 2020, 1:00 – 5:30 p.m. and

Friday, November 13, 2020, 1:00 – 4:25 p.m.

Zoom

Event Procedures

General Presentation Procedures

All presenters must be present at their assigned presentation session from 5 minutes before the start of the session until at least one presentation after the presenter's own presentation or to the end of the session if they are the last presenter in their 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.

1. At the start of a presentation, the moderator will use Zoom's 'share screen' feature to display the presenter's slides. Temporary control of the slides will be granted to the presenter. At the end of the presentation, moderator will take back control of the slides, or you can return control back to the moderator.
2. During a session, presentations will continue one after another without a time gap. The next presenter should be waiting and ready to present next during Q&A of the prior presentation. When a presentation is finished (10-minute time is up or no more questions for the Q&A before the 10-minute time), the next presenter will start the presentation immediately when signaled by the moderator.
3. In the event of technical issues during the presentation session and you are disconnected or forced to leave the Zoom room, please return to the assigned presentation Zoom room as soon as possible unless otherwise instructed.
4. Consult your mentor as you develop your presentation. Please see provided resources for advice and tips on preparation oral or poster presentations and scientific presentation narratives, including sample presentation videos.

Note: To be eligible for award prizes, presenter must be present at the Awards segment of the event (3:55-4:25p.m. on Day 2, Friday, November 13).

Please see "**Presenter General Attendance, Awards and Prizes**" section for other requirements and information.

Oral Presentations

Presentation Procedures

1. Each presentation is limited to a **maximum of 10 minutes: ~6 minutes for presentation slides and ~4 minutes for questions and discussion. Time will not be extended** beyond the total 10 minutes for any reason, including technical issues. The allocation between presentation slides time and questions may be more flexible, though it is strongly recommended to allow 4 minutes for questions.
2. The **moderator** will keep time and will visually **signal to the presenter at the 5-minute mark**, with 1 min left for presentation slides, **and at the 6-minute mark** when it is time to transition to Q&A. The moderator will help transition the presentation into Q&A for the remaining 4 minutes. Keep the moderator's Zoom video in view so that you can see the moderator's signaling.
3. **The oral presentation typically includes** an introduction/background to the subject matter of the research, the methods, the results, summary and conclusions, and acknowledgement. If your research has not progressed far enough to include results and conclusions by the time of your presentation, you can discuss your expectation of potential results and possible implications if applicable or next steps in the process.

Poster Presentations

Poster Dimensions

The Electronic Poster should be **48 inches wide by 36 inches tall** (4'x3') in PowerPoint slide size. Make sure the appropriate poster dimensions are set in the PowerPoint file for your poster (in Design>Slide Size>Custom Slide Size).

Presentation Procedures

1. The electronic posters will be posted in advance and made available for judges and interested audiences to view before the start of the event as well as throughout the event.
2. Each presentation is limited to a **maximum of 10 minutes: ~4 minutes for an introduction of the poster with a set of short slides and ~6 minutes for questions and discussion. Time will not be extended** beyond the total 10 minutes for any reason, including technical issues. The allocation between poster introduction time and questions may be more flexible, though it is strongly recommended to allow 6 minutes for questions.
3. The **set of slides for poster introduction** should include an image of the poster (not the full sized poster) on a normal sized presentation slide as the first content slide and ~3-5 short slides that summarizes or highlights content from your poster.
4. The **moderator** will keep time and will **signal to presenter at the 3-minute mark**, with 1 minute left for presentation slides, **and at the 4-minute mark** when it is time to transition

to Q&A. The moderator will help transition the presentation into Q&A for the remaining 4 minutes. Keep the moderator's Zoom video in view so that you can see the moderator's signaling.

Presentation Materials

- **Oral presentation presenters** will submit a **PowerPoint file of a set of presentation slides**.
- **Poster presentation presenters** will submit a **poster file of the full-sized poster** and a **PowerPoint file of a set of short slides** (including the image of the poster as first content slide) to assist as visual aid during the introduction of the poster.

PowerPoint File

The presenter's MS PowerPoint file will be used for visual aid. All presentation media must be included in or accessible via the PowerPoint file.

1. All PowerPoint presentations must be submitted in advance according to instructions.
2. Prepare the presentation as a single **PC-compatible** PowerPoint file. 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.
4. It is recommended that you **prepare a hard copy** of your PowerPoint slides and any notes for your presentation for your reference on the day of your presentation. In the rare case of technical issues, please be prepared to continue your presentation with or without the aid of PowerPoint.
5. Please keep your presentation file at a reasonable file size by compressing photos and other media as applicable appropriate for presentation quality.

Presentation Materials Submission

1. Submit your presentation materials using the [MSRD Presentation Material Submission Form](#). You can use the Edit Link included in your submission confirmation email to submit any changes/updates before the applicable deadline.
 - a) **PowerPoint Poster File deadline: Thursday, November 5.**

- b) **PowerPoint Presentation Slides File deadline: 2 days before the day of the presentation.**
 - 1) **Oral Presentation: Tuesday, November 10**
 - 2) **Poster Presentation: Wednesday, November 11**
- c) For oral presentations: name the PowerPoint presentation file using the presentation ID, last name, and first name: **“O.10.Smith.Joe”** (first character: letter “O” for oral).
- d) For poster presentations: name the two files using the presentation ID, last name, and first name: **“P.10.Smith.Joe Poster”** and **“P.10.Smith.Joe Slides”** (first character: letter “P” for poster).
- e) Preview all the slides before final submission. Make sure your final presentation file is **approved by your mentors.**
- f) It is strongly recommended that you practice your presentation multiple times, including the timing, prior to submitting the presentation file in case any final adjustments need to be made.
- g) 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 event.
 - 1) **Note:** Late submission may also result in being disqualified from competing for awards and prizes, unless extenuating circumstances and with prior approval.

Presenter General Attendance, Awards and Prizes

Presenter Attendance at the Event

1. Presenters are highly recommended to attend event opening for opening remarks and keynote address and the plenary student presentations.
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 strongly encouraged to attend the Awards segment in recognition of honored mentors and in celebration of student research achievements and participation in MSRD.

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. **The following may result in being disqualified from competing for awards and prizes, unless extenuating circumstances and with prior approval.**

- a. Absence during required time in assigned session.
 - b. Late submission of presentation materials for presentations.
4. Award prizes in the form of checks will be issued after the event. Awardees will receive instructions for applicable forms and information.