

## 44<sup>th</sup> Annual Medical Student Research Day

Monday, November 15, 2021 1:00 – 5:35 p.m. and

Tuesday, November 16, 2021, 1:00 – 4:30 p.m.

Zoom

### Event Procedures

#### 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 to be used as needed during audience interaction.

#### Presentation Materials submission deadlines:

##### Poster Presentations

- Poster File (PowerPoint): due by **Sunday, November 7**
  - Posters should be 48 in. wide by 36 in. tall (4'x3') in slide size
  - Include your presentation ID on top left or right of the poster
- Presentation File (PowerPoint): due by **Sunday, November 14**
  - 2-5 slides for short introduction of the poster: image of the poster + summary or highlight (can be taken from sections of the poster)

##### Oral Presentations

- PowerPoint Presentation File: due by **Saturday, November 13**

#### 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. Please keep your presentation file at a reasonable file size by compressing photos and other media as applicable appropriate for presentation quality.
5. If you plan to use animation, consider using animation strategically and sparingly, especially those that involve large sized images or other media.
6. 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. For oral presenters, you will not see the presenter view through Zoom, only the slides view. In the rare case of technical issues, please be prepared to continue your presentation with or without the aid of PowerPoint.

### **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.
  - For poster presentations, you can first submit your poster file and later submit the short set of poster presentation slides by updating your submission entry using the Edit Link in your submission confirmation email. You are welcome to submit both together if you have the slides ready when submitting your poster file.
- a) **Poster File** (PowerPoint) deadline: **Sunday, November 7.**
- b) **Presentation Slides File** (PowerPoint) deadline: **2 days before the day of the presentation.**
  - 1) **Oral Presentation:** **Saturday, November 13**
  - 2) **Poster Presentation:** **Sunday, November 14**
- 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.

- 1) **Note:** Late submission may also result in being disqualified from competing for awards and prizes, unless extenuating circumstances and with prior approval.

## Event Procedures

See “Presentation Procedures” under respective Oral and Poster Presentation sections below for presenter’s attendance requirements at their assigned presentation session. During all other times of the presentation segments of the event, presenters are free to attend presentations that interest them. Presenters are strongly encouraged to engage and interact with other presenters as their audiences during oral or poster presentations throughout the event.

In the event of technical issues during the Zoom session and you are disconnected or forced to leave the Zoom room, please return to the Zoom session and/or your presentation’s breakout room as soon as possible unless otherwise instructed.

**Note:** To be eligible for award prizes, presenter must be present at the Awards segment of the event (4:00-4:30p.m. on Day 2, Tuesday, November 16).

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

## Oral Presentations

### Presentation Procedures

1. Presenters must be present at their assigned presentation session from at least 10 minutes prior to the start of the session and 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.
2. 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** beyond the total 15 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 at least 3 minutes for questions. The moderator will remind presenters to transition to Q&A.
3. The **moderator** will keep time and will **signal to the presenter at the 10-minute mark** (2 minutes remaining to wrap up the presentation) and at the **12-minute mark** when it is time to transition to Q&A. The moderator will help transition the presentation into Q&A for the remaining 3 minutes.
4. 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 your presentation and Q&A, let go of your mouse and do not touch the keyboard so that the moderator can take back control of the slides.

5. 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 (15-minute time is up or no more questions for the Q&A before the 15-minute time), the next presenter will start the presentation immediately when signaled by the moderator.
6. **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, and if applicable, any challenges you had.
7. Consult your mentor as you develop your presentation. Feel free to browse the provided presentation resources and example videos for advice and tips ([Presenting at MSRD](#) webpage under “Presentation Resources” section)

## 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. Presenters must be present at their assigned presentation session at least 10 minutes prior to the start of the session and remain in the session for the duration of the 30-minute session.
2. The full-size 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. Link to the posters will be provided.
3. Each presentation is 30 minutes long. Presenter will manage their own session and interact with any audience who enters the session. The nature of the interaction with audience will depend on the specific audience and their familiarity with the poster. Presenter is recommended to share screen to display the presenter's slide of the image of the poster at the start of the session. Presenter will share screen to display the presenter's short slides. For the convenience of the attending audience, the presenter may also wish to provide the link to the poster in the chat box during the presentation session as audience enter the session.

4. Presenter can choose to provide a brief 3-5 minute presentation to the audience, depending on audience familiarity with the poster and their preference. Presenter can use their prepared short set of slides as needed to highlight main points of the poster and to address audience questions. Please keep in mind that given the nature of poster sessions, audience attendees may enter or leave the session any time throughout the presentation session. You may need to re-address questions that may have been previously asked or re-present your introduction as needed.
5. The **short 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 1-4 short slides that summarizes or highlights content from your poster.
8. Consult your mentor as you develop your poster and presentation. Feel free to browse the provided presentation resources and example videos for advice and tips ([Presenting at MSRD](#) webpage under “Presentation Resources” section)

## **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. Presenters are also welcome to attend the special student research panel.
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.