UNIVERSITY *of* **MARYLAND**
SCHOOL OF MEDICINE

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45th Annual Medical Student Research Day
Wednesday, November 16, 2022, ~12-6:20pm
SMC Campus Center 2nd and 3rd Floors

Presentation Registration Guidelines

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 over 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.

Questions
Any questions regarding MSRD can be submitted through the **Ask MSRD** form.

Participation as Presenter
To present and compete at MSRD, eligible medical students interested in participating must **1) register their presentation** and **then 2) submit the abstract** by the respective deadlines. If you have any questions regarding eligibility below, please submit your question through **Ask MSRD**.

Presenter and Research Eligibility
All of the following requirements for eligibility must be met.
1. Presenter must be a medical student currently attending University of Maryland School of Medicine (UM SOM) and who has completed at least one year of medical school.
2. Presenter must have conducted the research while matriculated as a UM SOM student and within two years from the date of MSRD, regardless of the performance location of the research.
3. The content of the research must be related to biomedical fields or health topics. Clinical case presentations or vignettes are eligible.
4. The research must not have been presented at a previous MSRD. Research that is an extension of research presented at a previous MSRD is permitted. If it is an extension, prior research and data can be included as part of the background and preliminary data.
5. The research must not be part of thesis or dissertation research. Dual degree students (MD/PhD and MD/MS) are eligible if the research was conducted prior to PhD or MS training.

Note: To be eligible for award prizes, presenter must be present at the Awards Banquet of the event (roughly ~5-6:20pm, specific time will be provided).

Presenter Availability

Please be prepared to be available to present your research on the day of the event between approximately 1:30-5pm. You will be assigned the presentation session and time of your presentation.

- **All presenters must be present at the presentation session they are assigned from 10 minutes before the start of the session to the end of the session (session length ~1 hour).**

- **To be eligible for award prizes, presenter must be present at the Awards Banquet of the event (roughly ~5-6:20pm, specific time will be provided). Award prizes will be conveyed only to those awardees who are present at the Awards Banquet.**

Presenters are strongly recommended to attend the opening remarks and keynote address during lunch and the Awards Banquet in the evening. Presenters are also strongly encouraged to attend other presentations and support their fellow presenters outside of the time they are committed for their assigned presentation session, such as attending a presentation session during another time block.

Presentation Format

Participants will submit their preference for an oral or poster presentation during Presentation Registration only. Space is limited for oral and poster presentations. Final determination of presentation format will be announced. Please see below for some of the differences between an oral and a poster presentation in this virtual setting. Please discuss with your mentor the suitability of your format preference prior to registering.

General resources regarding how to give oral and poster presentations will be available soon. Please follow the specific guidelines in the Presentation Procedures that will be later provided.

Oral Presentation	Poster Presentation
10 minutes total per presentation: 7 minutes for presentation, 3 minutes for questions.	1 hour interaction with audience, duration of the poster presentation session, repeated ~5-min. presentations and open discussions depending on audience flow.
Presentation content only available during the 10 minutes.	Electronic poster file available for audience viewing prior to the event (submitted more than a week before the event).
Prepare in advance PowerPoint slides (submitted several days before presentation day).	Produce physical poster in advance and set up on assigned poster board the day before the event.

Presentation Materials Submission in Advance

More details for each format, presentation procedures, and presentation materials submissions will be provided.

- Oral presenters will submit their PowerPoint file several days before event day.

- Poster presenters will submit their electronic poster file (for poster presenters) more than a week before the start of the event and set up their physical poster on the assigned poster board the day before the event.

Poster Dimensions: Posters should be **48 inches wide by 36 inches tall** (4'x3'). Poster presenters will set up their posters on the provided poster board the day prior to the event. More details will be provided.

Presentation Registration

All potential participants must register their presentation through the online **Presentation Registration Form** by **Monday, October 10, 11:59 p.m. EST** to be considered to present. Registrants will later submit an abstract and abstract-related information by the abstract deadline (see "Abstracts" section). Please notify and consult your research mentor regarding your planned presentation and choice of presentation format preference prior to presentation registration.

1. Please be prepared to provide the following preliminary information regarding the presentation. Presentation title may be modified later during abstract submission. Presenter and preferred presentation format **cannot be modified** after Presentation Registration deadline.

   a. **Eligibility**: The presenter(s) and the research to be presented must meet all eligibility requirements. See "Presenter and Research Eligibility" section above.

   b. **Presenter** (and any Co-Presenter) information including name, contact, and applicable research program, fellowship, or scholarship name. Co-presenters will register together through a single registration entry. No more than 3 people can present together for any presentation.

   c. **Research Mentor** (and any Co-Mentors) information, including mentor's name, email address, institution, and school. Research mentors should be faculty researchers, clinician scientists, or research scientists. Do not include postdoctoral fellows, residents, or other students. Other co-investigators and detailed information regarding co-authors will be requested during abstract submission.

      Note: Due to limited resources and time, only 5 co-authors in addition to the presenter will be included in the abstract booklet and event program. Presenters may include additional co-authors in their presentation and on their poster.

   d. **Preferred presentation format**: preference of oral presentation or poster presentation. See "Presentation Format" section. The numbers of oral and poster presentation slots are limited. If the registered presentation is accepted, registrants might not be assigned the format of preference. Registrants will be notified if their assigned format is different from their preferred format.

   e. **Presentation Title**: maximum 150 characters, including spaces. The title should descriptively reflect the research but is concise.

f. **Type of research.** Select all that apply: Clinical, Basic or Biomedical, Translational, Epidemiological or Population, Evaluation or Teaching or Training or Education.

g. **Subject area** of the research. Select all that apply.

h. **Disease or disease model**. Example: cancer, glaucoma, diabetes, transplant surgery.

i. **Affected organ system.** Example: prostate, eye, pancreas.

j. **Special request**, if any, for specific presentation time or limitation (e.g., "after 2pm") and the reason for the request. Special requests for presentation time will be considered as circumstances allow.

k. **Multiple presentations**. If you have more than one research project you would like to present, please submit one registration entry for each separate presentation. Please indicate your priority preference for the presentations (number in the order of priority, "1" for highest priority).

2. **A confirmation email** containing the submitted information **will be sent to the registrant(s) and mentor(s)**. Please retain the confirmation and note the Registration ID, which will be used during abstract submission. Modification to submitted entries can be made prior to the deadline using the **Edit Link** provided in the registrant's confirmation email. Please avoid submitting duplicate entries for the same presentation.

3. Registrants will be notified the format of their presentation. Specific presentation times and locations will be provided around October 18.

Abstracts
The presentation must be registered prior to abstract submission. All presenters must submit an abstract for their presentation through the online Abstract Submission Form by <mark>Monday, October 17, 11:59 p.m. EST</mark>. Abstract submission will be **open on October 3**. Instructions including the form link will be provided. Abstracts must be **written by the student presenter** and **approved by all mentors and co-investigators** prior to submission.

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 of the event to be eligible to receive monetary award prizes**. If awarded and eligible, awardees will receive instructions for receiving the award check after the event.

Mentors and Guests Attending the Event

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

Presenters' mentors and other guests are welcome to attend the event. Please ask them to respond through the **MSRD Interest Form** by **Thursday, October 27.** Presenters do not need to RSVP (but need to complete presentation registration, see above).