

Presenters Instructions for CNAS Undergraduate Research Symposium (CNAS-UGRS)

Dear 2020 CNAS-UGRS presenters,

We are excited to have you participate in our first online [research](#) conference. This document contains comprehensive information on how to get ready and play a part as a presenter in this virtual conference.

A. Register for the conference.

You will need to sign up using your MSU email to gain access to our virtual symposium at [ForagerOne](#). Please select “Missouri State University” in the dropdown menu and then select “Missouri State CNAS Undergraduate Research Symposium 2020” to view the content.

B. Submit your abstract

Abstract should only be submitted online, <https://symposium.foragerone.com/cnasurd20/submission>

The deadline for abstract submission is November 9 by 12:00 Noon. All submissions are final (You are not allowed to modify after submission).

Step 1: Complete the presenters first name, last name, email address, level of student, major (Biology, Chemistry, Computer Science, Cooperative Engineering, Geography, Geology & Planning, Hospitality Leadership, Mathematics or Physics, Astronomy & Materials Science). List the Faculty Advisor(s) that have worked with you on this presentation/abstract.

Step 2: If there are additional presenters or co-authors, you will need to repeat this process until all presenters/co-authors are listed.

Step 3: Add the Title of your presentation

Step 4: Add the Abstract. Have your research advisor(s) proofread your abstract before submission. Abstracts may not be longer than 200 words

Step 5: Check the correct subject box for your Abstract

Step 6: Upload a PDF of your poster. PDF must be no more than 10MB in size. If your file exceeds this limit, you can compress the file to reduce its size. We recommend [Smallpdf.com](#) or another online tool to compress your file if necessary.

Step 7: Upload a video (1-2 min) of you describing your work/poster to YouTube and paste the link in the space provided (only YouTube links will be supported) Please make the YouTube video settings as UNLISTED. Please see the detailed instruction on page 2.

Step 8: Click with SUBMIT button

C. Instruction on submitting a short pre-recorded video

The deadline for video submission is November 11 by 12:00 Noon. All submissions are final.

To ensure better accessibility to your poster and provide a comprehensive outlook of your research, we are asking that all poster presenters pre-record a 1-2 min elevator speech on their research and upload them ahead of time to our conference website. To successfully record and submit your video, please use the following instructions.

1. Recording a video: We recommend recording your talk using Zoom meeting software (or with a smartphone, tablet, or web cam).
 - The video should relate why you did your project and the take home message of your findings
 - Although the quality of the video production will not be judged, the message on your research should be clear.
 - Be sure to practice your message prior to filming
 - Please be mindful that your face is well lit, and your background is not disturbing.
2. Uploading your video: We recommend uploading your video to YouTube. For this, you will need a YouTube channel. If you don't have one, you can create one for free at [YouTube](https://www.youtube.com). We also recommend adding subtitles. Make sure to specify your video as Unlisted just before saving, which will allow anyone with the video link can watch your video.
3. Inserting your video link to the conference website.

D. Poster presentation advice:

Use your poster as a visual aid - don't read it!

Prepare 0.5-, 2-, & 4- minute tours of your poster. (Most will want to hear the shorter tours!)

Tell viewers the context of your problem and why it is important; your objectives and what you did; what you discovered; what you learned; and finally, what's next.

Be prepared to answer questions from your peers, faculty in other departments, visitors and judges!

Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.

E. FAQ

Will all presentations be in the form of a poster?

Yes

Will the presenter of a poster be assigned a time slot in which they need to "virtually present"?

No, but there will be an open forum for Q & A about your presented research.

When submitting the poster through the "Virtual Research Symposium", are you wanting a PDF version of the PowerPoint slide? Or the PowerPoint itself?

All participants must use the one slide poster provided. No exceptions will be accepted.

Are participants required to engage during the entire event?

This will be a completely virtual format and students will be required to participate at the opening remarks and the Q & A poster session which will begin immediately after the opening remarks. After the Poster Q & A we will have the awards announcements followed by closing remarks.