

Instructions for All Presentation Types

In-Person Live Presentation: The time scheduled for presentation of each student is 10 minutes with 3 minutes for questions. These presentations will be given to a live audience and also broadcast live over Zoom for those who cannot attend the symposium in person. In-person live presentations will be recorded and posted on the Canvas page unless the student indicates that they would not like their presentation recorded. The deadline to submit the presentation slides is Monday, August 9, 2021 by noon.

Submitting your in-person live presentation slides:

- Name your file using the following naming convention: “last name_first name”.
- Log into Canvas using your university ID and strong password (<https://usu.instructure.com/>).
- Select 2021 ADVS Student Research Symposium.
- In the bottom of the main page click “Submit Here” and then select “In-person live presentation”.
- Click on “Submit”, upload your file and click “Submit Assignment”.

In-Person Poster and Flash Talk: Each student will have 3 minutes to give a flash talk presentation. Students need to prepare a few slides that introduce their presentation topic and encourage individuals to come to their in-person poster and learn more about their research project. These presentations will be given to a live audience and also broadcast live over Zoom for those who cannot attend the symposium in person. In addition to the flash talk, students need to prepare a printed poster that will be put on a poster board and individuals attending the symposium in person can come and visit the poster. The boards to hang up the posters can accommodate portrait style posters up to 47” wide and 65” height. The recommended size for posters is 42” x 56”, however your poster can be any size as long as it fits on the provided poster boards. Each poster presentation session will be approximately 1 hour in length. Students will need to stand by their poster during the poster presentation session and be prepared to describe their research and answer questions. The deadline to submit the flash talk slides is Monday, August 9, 2021 by noon and students need to set up their posters on Monday, August 9, 2021 from 3 to 5 pm at the Eccles Science Learning Center. Students also need to submit a PDF of their slides through Canvas by Friday August 6 at 5:00 pm so virtual attendees can see your presentation.

Submitting your flash talk slides:

- Name your file using the following naming convention: “last name_first name”.
- Log into Canvas using your university ID and strong password (<https://usu.instructure.com/>).
- Select 2021 ADVS Student Research Symposium.
- In the bottom of the main page click “Submit Here” and then select “In-Person Poster and Flash Talk”.
- Click on “Submit”, upload your file and click “Submit Assignment”.

In-Person Poster: Students need to prepare a printed poster that will be put on a poster board and individuals attending the symposium in person can come and visit the poster. The boards to hang up the posters can accommodate portrait style posters up to 47” wide and 65” height. The recommended size for posters is 42” x 56”, however your poster can be any size as long as it fits

on the provided poster boards. Each poster presentation session will be approximately 1 hour in length. Students will need to stand by their poster during the poster presentation session and be prepared to describe their research and answer questions. Students need to set up their posters on Monday, August 9, 2021 from 3 to 5 pm at the Eccles Science Learning Center. Students also need to submit a PDF of their slides through Canvas by Friday August 6 at 5:00 pm so virtual attendees can see your presentation.

Submitting your Poster:

- Name your file using the following naming convention: “last name_first name”.
- Log into Canvas using your university ID and strong password (<https://usu.instructure.com/>).
- Select 2021 ADVS Student Research Symposium.
- In the bottom of the main page click “Submit Here” and then select “In-Person Poster”.
- Click on “Submit”, upload your file and click “Submit Assignment”.

Pre-Recorded Mini Presentation: Students need to pre-record a 4–5-minute mini presentation that describes their research project. This presentation will be posted on the Canvas page and individuals will have the opportunity to ask you questions through a Canvas discussion board. You can find more information about how record your presentation below. The deadline to submit the recorded mini presentations is Monday, August 9, 2021 by noon.

Submitting your recorded mini presentation slides:

- Name your file using the following naming convention: “last name_first name”.
- Log into Canvas using your university ID and strong password (<https://usu.instructure.com/>).
- Select 2021 ADVS Student Research Symposium.
- In the bottom of the main page click “Submit Here” and then select “Pre-recorded mini presentation”.
- Click on “Submit”, upload your file and click “Submit Assignment”.

Guidelines for recorded mini presentations

- Instructions for the 1st slide
 - We suggest that your first slide should include the following:
 - Title and authors.
 - Your overall take-home message. State this simply and succinctly. It is the one thing you want people to remember about your study.
 - A picture of yourself.
 - Easy-to-read text with no grammar mistakes. The slide should be visually appealing and not too busy. Do not include everything you learned. The viewer will learn the rest of your story in the following slides.
 - In the symposium website, you can find examples of slides.
- After this first slide, you can organize the presentation the way you normally would. You can use a series of slides but do not exceed **5 minutes total!**
- Recording your presentation
 - We suggest you use Zoom to record the presentation. Please keep your picture in the top right corner as you speak and share your screen. You might want to make your slides in such a way that your picture will not block important things on the slides. We suggest you make a few slides and practice to see how it works.

- How to use Zoom to record your presentation
 1. Open your PowerPoint slides.
 2. Log into Zoom's webpage (<https://usu-edu.zoom.us/>).
 3. Once you are in your Zoom profile, click "Host a Meeting" in the upper right-hand corner and choose "Screen Share Only".
 4. You should be prompted to open Zoom meetings; click open "Open Zoom Meetings" pop-up.
 5. The first item that should pop up is a screen that will ask which "screen" you would like to share. Share your PowerPoint slides and also click "Share Computer Sound" in the bottom left-hand corner so we can hear your sound.
 6. A green bar will appear around your screen, and a toolbar will be somewhere on your screen. First click on the fat left side to join audio, selecting "Join With Computer Audio". Once you have joined with the audio, make sure you **unmute** clicking the far-left button.
 7. Click "Start Video" and move your picture to the top right corner of your screen. Remember that your picture may cover parts of your PowerPoint slides, so think strategically about this when making your slides.
 8. When you are ready to start, click "Record". If you do not see a button for Record, go to "More" on the far-right side to find it. You can "Record to This Computer" and then use simple video editing Software (such as QuickTime Player) to trim off the beginning or end. Once you click "Record", you are recording, so you can begin presenting! Once you are finished, click "Leave the Meeting" and Zoom will automatically create an MP4 file.
 9. Search for MP4 files on your computer. The file should appear there almost immediately.
 10. Name your file using the following naming convention: "last name_first name".