MassURC Presenter Checklist

Friday, April 28, 2023

Please use the following checklist as a guide to ensure you are staying on track with all of the important deadlines as you prepare to present at the MassURC!

Get Information

- [ ] Attend the virtual information session on **November 29th, 2022** at 7:30 p.m. (it will be recorded, so no worries if you cannot attend!)
    - [ ] Follow the MassURC on social media to learn why you should present, and stay updated on deadlines:

        - @mass_urc
        - @massurc
        - @mass_urc
        - @MassURC
        - @massurc749
        - umass.edu/honors/MassURC

Identify Your Support Team

- [ ] Find out who your **Campus Contact** is:
    - All students have a Campus Contact, a point-person from their institution who is there to support them through the presenting process. Identify your Campus Contact on our website!
- [ ] Identify a **Faculty Sponsor**!
    - Presenters at MassURC must have a Faculty Sponsor who works directly with them to prepare their research, abstract, and presentation for the conference.

Submit Presentation Materials

- [ ] Create a MassURC account and register for the conference! The MassURC platform opens on **December 2nd, 2022** for you to register.

- [ ] Draft and Submit your **Abstract**! Abstracts will be accepted through the MassURC platform beginning on **December 2nd, 2022!**
    - Example abstracts from previous years are available at our website under **'Presenter Resources',** as well as instructions for how to submit through the MassURC platform.
    Due February 17, 2023

- [ ] Create a **prerecorded video presentation** of your research and upload it to the MassURC platform.
    - Before you begin recording, outline the content and envision how best to present the material. Example video submissions from past presenters can be found on our website.
    - You are encouraged to use a **visual aid** to present (this could be in the form of a poster, graphs, presentation slides, photographs, etc).
    - Aim to record your presentation between 4-10 minutes (there is a 12-minute video limit).
    - We encourage you to work with your faculty sponsor as you develop your presentation!
    Due April 14, 2023

Prepare for the Conference

- [ ] Prepare the **highlights** from your research
    - Identify the most important highlights to present from your research. You will be given 3-4 minutes to present during your Research Highlights Panel.
    - Prepare visual aids for your most important points. These can be presentation slides, photographs, videos, graphs, or posters.
- [ ] Set up your **virtual conference space!**
    - Consider the sound, lighting, background, and set-up of your environment to ensure a seamless presentation on the day of the conference.
    April 28th, 2023 8 a.m. to 4 p.m.

MASS URC VIRTUAL CONFERENCE APRIL 28, 2023