2021 Research and Creative Activity Days
POSTER SESSION INSTRUCTIONS FOR STUDENTS

Thank you for participating in the 2021 URSA Research and Creative Activity Days!
Please read CAREFULLY all the information below. You should find here all the information you will need to be ready for our event in April.

EVENT FORMAT:

In effort to allow all participating students to join other poster sessions, we have scheduled separate time slots for different colleges (see below under PROGRAM & TIPS).

- During each session, all the presenting students from that college will simultaneously run their respective Zoom meetings
- This will let attendees and judges go from one presentation to the next to meet the students, just like in an in-person poster session.
- The links to those meetings will be displayed to all attendees on our event's webpage, which is only available to registered attendees.

This has been tried in various previous events and worked really well.

Checklist of what you will need to complete:

1. **Register for the event** and invite others to attend too! This will give you access to the event's webpage – PLEASE BOOKMARK IT!

2. **Create a Zoom meeting** for your presentation for the date/time allocated to your college (See the event program and Zoom meeting instructions below).

3. **Prepare your poster** (see instructions below). Or, you can prepare up to 5 slides using PowerPoint to present your research in lieu of a traditional poster. Either way, choose one or the other, and create only one PDF file.

4. **Create a 2-3 minutes presentation** video on your research poster (see tips and instructions below).

5. **Submit** your Zoom meeting link, one PDF file of your poster or slide show, and your 2-3 min video **no later than March 12, 2021**.

PROGRAM & TIPS

PROGRAM AND AWARD CEREMONY

There are 4 poster sessions scheduled over 2 days:
- **You will be expected to present at your college's time slot**, as well as attend the others in support of our colleagues.
- **Each college will have a separate webpage** with the listing of all the presenters and their respective Zoom links, poster, pre-recorded videos.
- The links to each Zoom meetings will be uploaded on the event's website, which is only available to registered participants and attendees.
- **You will get the link to the website in your confirmation email once your register**. We recommend you create a bookmark to save your access to the page.

TUESDAY APRIL 6, 2021	
1 - 2:30 p.m.	• College of Engineering and Mines (CEM)
3 - 4:30 p.m.	• College of Liberal Arts (CLA)
WEDNESDAY APRIL 7, 2021	
1 - 2:30 p.m.	• College of Natural Science and Mathematics (CNSM)
3 - 4:30 p.m.	• College of Fisheries and Ocean Sciences (CFOS) • College of Rural Community Development (CRCD) • Community and Technical College (CTC) • School of Education (SOE) • School of Management (SOM)

THURSDAY APRIL 8, 2021 | *Mandatory for all award winners*	
1 - 2 p.m.	**2021 Research and Creative Activity Days - Award Ceremony** *******Mandatory for all selected winners******* The URSA office will contact everyone with the list of winners on Wednesday April 7, the day before the award ceremony. ***We ask all students** to block this time in your calendar to ensure your availability should you be selected as a winner.*

PRIZES AND TREASURE HUNT

DEANS' CHOICE AWARDS:
The Deans of each UAF colleges/schools will pick their top project and award them a Dean's Choice Award. Those monetary prizes will be sent to the recipients Student Account in the weeks following the event.

ATTENDANCE PRIZES:
We will have attendance prizes for all of our presenting students that ATTEND OTHER SESSIONS then their own.

From all the participating student names we will have collected from the attendees list, we will draw 4 prizes of $250 in scholarships to be deposited in the winners' student accounts sometime in April 2021.

Those winners will be announced at the Award Ceremony on April 8, 2021.

PREPARING YOUR POSTER

- **You have 2 options:**

  1. **PDF**
     Most of you will prepare your poster using PowerPoint and save it as a PDF. We ask that the file size be no larger than 50MB.

2. **SLIDE SHOW** on PowerPoint (converted into a PDF) for CREATIVE PROJECTS
For creative projects, you may choose to create 5 slides to convey your research.

Only one option should be selected, and the file shall be submitted as a PDF.

- **The poster/slide show MUST contain the following information:**

1. Title of the poster
2. Name and institutional affiliation of each author
3. Department
4. Name of your mentor
5. URSA logo (You can find our logos on URSA's Poster Resource page)
6. PDF files should be NO MORE than 50MB max.

LAYOUT AND DESIGN

A poster is intended to provide a visually compelling and totally understandable presentation of your results. The poster should be self-explanatory.

See these tips to creating a strong and easy to read poster.

- A 4:3 (standard) ratio in PowerPoint is recommended.

- Figures, tables, and charts should be large enough to be read easily when you share your screen. Be sure such items are labeled very clearly.

- Design is an important element of posters. Simply pasting the pages of an abstract or paper to the poster constitutes a very poor presentation. You should aim for an attractive layout that gets your message across clearly. If you need so many words to convey your message that you run out of space, maybe the problem is the message itself. Simplify what you present. If there are subtleties or complexities, these can be conveyed verbally.

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes.

- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster.

- Design the individual sections of your poster so that they can be quickly read; avoid large blocks of text and long sentences.

- Try to keep your word count as low as possible.

- Make sure that there is enough contrast between the color of the text and the poster's background.

- There are many resources available with information and tips on how to make a good poster. And talk to your advisor/mentor - they are a great resource!

Here are some of the many options for poster templates available online for free:

- http://www.posterpresentations.com
- http://www.makesigns.com

SETTING UP YOUR ZOOM MEETING
All poster presenters are required to book their own meeting in Zoom, and to follow the following template:

>   **Topic:** Poster title
>   **Description:** Details about poster
>   **When:** Day of event
>   **Start Time:** See your college's time slot in the program above
>   **Duration**: See your college's time slot in the program above
>   **Recurring meeting:** OFF
>   **Registration:** OFF
>   **Passcode:** ON
>   **Waiting room**: OFF
>   **Host video:** ON
>   **Participant video:** Choice
>   **Audio**: Both
>   **Meeting options:**
>   **Enable Join before host:** OFF
>   **Mute participants upon entry:** ON
>   **Only authenticated users can join:** OFF
>   **Automatically Record to the cloud:** OFF
>   **Alternative hosts**: Group projects - please add here your other team members

**IMPORTANT:

- And please **ensure that you log into the University's Zoom accoun**t at alaska.zoom.us to set up your poster presentation/zoom meeting.

- **If you need assistance, please contact the OIT Video Conferencing Team at ua-video@alaska.edu, or (907) 450-8300 option #1**.

RECORDING YOUR 2-3 MIN VIDEO PRESENTATION

I've never made a video - do you have some helpful tips/tricks?

- How to Record Narration for a PowerPoint Presentation for Dummies
- Kaltura Capture Desktop Recorder: Recording a Screencast and Upload to the UAF Media Server
- Improve your DIY video skills

Other link related to poster presentations in Zoom: Poster Presentations in the Age of Zoom

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FAQS

HOW WILL THE POSTER SESSIONS OPERATE?

Once you have submitted your items:

- Posters, videos and titles along with presenter names will be uploaded to an unpublished URSA RCA Day website for viewing prior to the retreat. Only registered attendees and participants will have access to this website, for added security.

- This will give attendees a chance to view all the submissions prior to the event, therefore be ready to answer questions at your Zoom meeting. The Deans will also review all the submissions and choose their college's selections for the Deans' Choice Awards.

Day of the event:

- At the advice of OIT, each individual poster presenter (you) will host a Zoom meeting during your college's assigned time slot (see program above).

- YOU are responsible for your own Zoom meeting, this means testing your computer, log in your Zoom account early, starting your Zoom meeting on time. You will decide if you want to enable the chat in your meeting.

- Attendees will go from meeting to meeting (poster to poster) much like a "real" poster session. You will share your screen to show your poster/slide deck, and will likely encounter slower and busier times.

- For now, each time slot is scheduled for 1.5h in case we have many participants for each session. Should we feel this is too long, we will reduce it to 1h, and makes sure to let you know of that change.

- The day of the event, URSA staff will be available via a separate Zoom link to help with any technological issues. The link to those sessions will be posted in the main program on the 2021 RCA Days homepage closer to the event.

- Please prepare carefully, but also be ready to be flexible when problems occur. There may be delays and problems related to connectivity. We've never hosted a virtual poster session before and are learning as we go with help from UA OIT and others. Thank you!

DO I HAVE TO HOST MY MEETING FOR THE WHOLE SESSION?

- **YES**, you need to host your meeting for the whole hour and a half just like you would stand next to your poster during a poster session.

- We won't know when attendees will drop by in your meeting, it could be in the last half hour, so please do not terminate the meeting until the end of the scheduled time slot in the program.

- You will be fully responsible for the good running of your meeting, so please be on time.

CAN I PRESENT ON A RESEARCH PROJECT THAT IS INCOMPLETE?

Yes, you can submit your research project even if it is not completed.

ARE THERE RESTRICTIONS ON THE TYPE OF RESEARCH OR WHO CAN PRESENT?

ALL undergraduates that have participated in UAF research or a creative project are welcome to present at our event.

WILL POSTERS BE PRINTED FOR 2021 RESEARCH AND CREATIVE ACTIVITY DAY?

Due to the conference shifting to an online format, we will not be printing posters this year.
DO YOU HAVE ANY OTHER QUESTIONS?

For questions about making your video or scheduling your Zoom meeting, please contact UAF's Video Conferencing Team at ua-video@alaska.edu or (907) 450-8300 option #1.

Any other questions about the event, please contact the URSA team at ursa.uaf@alaska.edu. We are here to help!