2020 MBIM Undergraduate Research Symposium
Guidelines & Rubric for Oral and Poster Presentations

Presentation Logistics:

- Due to the recent changes with the COVID-19 situation, the 2020 MBIM URS committee has decided to transition this event to an online format.
- The online platform that will be used is **Zoom** (Link can be found here: http://urs.microbiology.ubc.ca)
- The presentations will be live.
- Presenters are asked to submit their presentations (posters and slides) to this survey: https://ubc.ca1.qualtrics.com/jfe/form/SV_b8bmF3if4HEPWAZ by the presentation submission deadline (**11:59 PM on April 27th**)

- **Poster Presentations:**
  - Poster presenters will be given 5 minutes to present, followed by a 2-5 minute question and answer period. Presenters doing a poster presentation will need to share their computer screen with their posters on Zoom and do the presentation live.
- **Oral Presentations:**
  - Oral presenters will be given 10 minutes to present followed by a 2-5 minute question and answer period. Oral presenters will need to share their computer screen with their PowerPoint slides on Zoom and do the presentation live.
- Presenters will receive questions and feedback from judges which will be facilitated through Zoom.

- During the presentation, we ask presenters to turn on their microphones only when they are speaking to prevent any background noise.
- To ensure smooth transition between presentations, we ask presenters to open their presentations before their assigned presentation time. When it is their turn to present, we will ask them to put up their PowerPoint slides or poster and share their computer screen.

Some Useful Resources - Zoom

Join a Zoom meeting
- https://www.youtube.com/watch?v=hIkCmbvAHQQ

How To Use Zoom Meeting and Video Conferencing (2020)

- https://www.youtube.com/watch?v=2BEPQsfUg2M

1. Oral Presentations

- Submitted abstracts will be reviewed by the MBIM URS committee.
- Feedback on the abstract will be provided after the deadline.
- Please send a copy of your PowerPoint to the MBIM URS committee via this survey: https://ubc.ca1.qualtrics.com/jfe/form/SV_b8bmF3if4HEPWAZ by **11:59 PM on April 27th.**

Slide Layout and Format

- Ensure that font sizes are large enough to be read on Zoom. This includes figure legends and graph axis titles. (*Note: it is advised to practice presenting over Zoom in advance to ensure slides are easy to see and readable).*
- Do not use excessive text. Try to make use of images, tables, or diagrams. If using images or tables that are not of your own, make sure you cite your sources!
- You should talk about all of the content on each slide (explain the axes, controls, and systematically walk through the data). If the slide is busy and contains unnecessary content (e.g. cute cat pictures), please remove it. 😊
- Be critical of animations. Used well, animations can be very effective. However, overuse or unnecessary use can be distracting.
- It is important to note that speaker notes do not work on Zoom while you are sharing your screen.

Presentation Day

- Oral presentations can be individual or team-based (up to 4 people). During the presentation, we ask presenters to turn on their microphones only when they are speaking to prevent any background noise.
- To ensure smooth transition between presentations, we ask presenters to open their presentations before their assigned presentation time. When it is their turn to present, we will ask them to put up their PowerPoint slides and share their computer screen.
- Oral Presentations are timed and **limited to 10 minutes.**
- If possible, it is recommended that presenters design no more than 10 PowerPoint slides and present 1 slide per minute. ***Please Note:*** *talks that exceed the time limit will be ineligible for the "Best Oral Presentation" awards.*
- Presenters will receive questions and feedback from judges which will be facilitated through Zoom. The Question & Answer period will be 2-5 minutes.
- The rubric used to assess each presentation is shown below.

Oral Presentation Rubric:

Category	0-1	2-4	5-7	8-10
Introduction	Introduction absent, or unable to connect to rest of presentation. Does not sufficiently provide background information, research questions, and no clear hypothesis.	Somewhat able to see connection of introduction to research. Does not contain sufficient background information, research question, and/or hypothesis.	Introduction adequately summarized the student's research. More information would have been beneficial.	Introduction strongly summarized the student's research. Clearly supported topic presented and contained important points.
Content: *Results, Conclusions, and Future Directions*	No or poor connection between results and purpose of the study. Citations absent or irrelevant. Conclusions not supported by data. Future directions missing.	Results presented was difficult to understand and did not sufficiently convey a connection to the purpose of the study/ Citations or inadequately documented. Conclusion minimally supported by data. Future directions were not reasonable.	Results address the purpose of the study. Citations appropriate. Conclusions mostly supported by data. Several sources were correctly documented. Future directions reasonable.	Results address the purpose of the study. Citations appropriate. Conclusions entirely supported by data. Several sources were correctly documented. Future directions reasonable and may demonstrate exceptional understanding into topic area.
Presentation Organization and Appearance	Presentation is disorganised with no apparent flow. Visually jarring. Extremely hard to follow. May contain numerous spelling errors which prevent understanding.	Presentation poorly organized, which makes it difficult to follow data. Visually unappealing. May contain some spelling errors which prevent understanding.	Presentation is organised to allow viewers to follow story. Somewhat visually appealing. No spelling errors which limit understanding.	Presentation is well-organised. Visually appealing with creative use of slide design to organise content. No spelling errors which limit understanding.
Delivery:*Prepar edness, Data Presentation and Interpretation*	Presenter was poorly prepared and did not adequately discuss the research. Demonstrated problems in several areas. Not presented in a logical manner.	Presenter did not convey a sense of confidence or ability to clearly convey the research problem, methods, conclusion, and implications. Additional practice would be helpful.	Presentation and demonstration of understanding was acceptable. Demonstrated some problems such as use of jargon or lack of presentation flow.	Presentation and demonstration of understanding was engaging and exceptional. Data presented logically, smoothly, and with minimal errors.
Question & Answer Period (N/A if no Q's)	Presenter fails to answer question(s) openly nor logically.	Presenter answers questions, but may somewhat misinterpret questions or miss main points.	Presenter receives question(s) openly and addresses them logically.	Presenter receives question(s) openly and addresses them logically. Presenter may demonstrate additional knowledge of topic area in answer.
Grand Total (Points out of 50 with questions, out of 40 with no questions)				

-5 points for every 30 seconds over 5 minute time limit

<u>Some Useful References - Talks</u>

Tips and Tools for Giving Effective Scientific Oral Presentations – DC Oliver
- https://drive.google.com/file/d/1O6DlHkVhGQ7zTf3MxfH1q-wihKU3TNM3/view?usp=sharing

A Presentation on How to Give a Presentation – DC Oliver
- https://drive.google.com/file/d/1tyfzA4cGoouDETu4-Rcg4ZVvJjVU1Mfr/view?usp=sharing

2. Poster Presentations

- Posters should be submitted as PDF. Presenters are asked to present their posters as PDF. ***Please note:*** *It is advised that you practice presenting before the symposium date to ensure that the audience can follow along with your poster.*
- Please send a copy of your poster to the MBIM URS committee via this survey: https://ubc.ca1.qualtrics.com/jfe/form/SV_b8bmF3if4HEPWAZ by **11:59 PM on April 27th.**

Poster Layout and Format
- Posters canvas sizes should be 48 inches wide by 36 inches high (121.92 cm x 91.44 cm). To make your poster through Powerpoint, click on Design → Slide Size → Page Setup → Custom → and set the width at 121.92 cm and the height at 91.44 cm.
- Use a font size of 24 or above (unless it is for axis or figure captions which can go as small as size 14 point font). As you will be presenting a PDF of your poster online, you should practice zooming into figures and tables, if necessary.
- When designing a poster think about how you will use it to communicate your research:
  - The main finding / conclusion should be clearly stated in your poster title.
  - In addition, posters should include an introduction, hypothesis, experimental aims, results including data (figures and graphs) with concise summaries in bullets, conclusion, and references. References can be in a smaller font, and only the key ones are necessary.
  - We recommend utilizing figures/diagrams in your poster opposed to blocks of text.

Presentation Day
- Poster presentations can be individual or team-based (up to 4 people).
- During the presentation, we ask presenters to turn on their microphones only when they are speaking to prevent any background noise.

- To ensure smooth transition between presentations, we ask presenters to open their presentations before their assigned presentation time. When it is their turn to present, we will ask them to put up their poster and share their computer screen.
- Poster presentations are timed and **limited to 5 minutes. *Please Note:* talks that *exceed the time limit will be ineligible for the "Best Poster Presentation" awards.***
- Presenters will receive questions and feedback from judges which will be facilitated through Zoom. The Question & Answer period will be 2-5 minutes.
- The rubric used to assess each poster is shown below.

Poster Presentation Rubric:

Points	0-1	2-4	5-7	8-10
Abstract/ Introduction	Abstract/introduction absent, or unable to connect to rest of poster. Does not sufficiently provide background information, research questions, and no clear hypothesis.	Somewhat able to see connection of abstract/introduction to research. Does not contain sufficient background information, research question, and/or hypothesis.	Abstract/introduction adequately summarized the student's research. More information would have been beneficial.	Abstract/introduction strongly summarized the student's research. Clearly supported topic presented and contained important points.
Poster Content:*Results, Conclusions, and Future Directions*	No or poor connection between results and purpose of the study. Citations absent or irrelevant. Conclusions not supported by data. Future directions missing.	Results presented was difficult to understand and did not sufficiently convey a connection to the purpose of the study/ Citations or inadequately documented. Conclusion minimally supported by data. Future directions were not reasonable.	Results address the purpose of the study. Citations appropriate. Conclusions mostly supported by data. Several sources were correctly documented. Future directions reasonable.	Results address the purpose of the study. Citations appropriate. Conclusions entirely supported by data. Several sources were correctly documented. Future directions reasonable and may demonstrate exceptional understanding into topic area.
Poster Organization and Appearance	Poster is disorganised with no apparent visual flow. Visually jarring. Extremely hard to follow. May contain numerous spelling errors which prevent understanding.	Poster has poor organisation which makes it difficult to follow data. Visually unappealing. May contain some spelling errors which prevent understanding.	Poster is organised to allow viewers to follow data. Some use of colour and graphics to organise content. No spelling errors which limit understanding.	Poster is well-organised and naturally guides viewers through data. Visually appealing with creative use of colour and graphics to organize content. No spelling errors which limit understanding.
Delivery:*Preparedness, Data Presentation and Interpretation*	Presenter was poorly prepared and did not adequately discuss the research. Demonstrated problems in several areas. Not presented in a logical manner.	Presenter did not convey a sense of confidence or ability to clearly convey the research problem, methods, conclusion, and implications. Additional practice would be helpful.	Presentation and demonstration of understanding was acceptable. Demonstrated some problems such as use of jargon or lack of presentation flow.	Presentation and demonstration of understanding was engaging and exceptional. Data presented logically, smoothly, and with minimal errors.
Question & Answer Period	Presenter fails to answer question(s) openly nor logically.	Presenter answers questions, but may somewhat misinterpret	Presenter receives question(s) openly and addresses them logically.	Presenter receives question(s) openly and addresses them logically.

(N/A if no Q's)		questions or miss main points.		Presenter may demonstrate additional knowledge of topic area in answer.
Grand Total (Points out of 50 with questions, out of 40 with no questions)				

-5 points for every 30 seconds over 5 minute time limit

Some Useful References - Poster Design

- https://guides.nyu.edu/posters
- http://colinpurrington.com/tips/poster-design
- http://www.soe.uoguelph.ca/webfiles/agalvez/poster/
- https://youtu.be/1RwJbhkCA58
- https://drive.google.com/drive/folders/1mdkAO0AzW7oVypAtOzgFWZmfZKGAhi70?usp=sharing