

Longwood Graduate Research Symposium
Spring 2021
Virtual Presentation Guidelines
<https://symposium.foragerone.com/lugrs21>

POSTER PRESENTATION GUIDELINES

The ideal poster is designed to **tell the story** of your research project--what question(s) did you ask, how did you strive to answer your question(s), and what did you conclude from your studies? Where are you now? Is this the end of your work, or a step in a longer journey? What have you learned through your research? What is the key idea you would like your audience to remember about your project?

Consider your audience members, who are not experts in your field, in order to invite conversation and attract attention.

POSTER PRESENTATION

You can use PowerPoint or Google Slides to make your poster. Getting started instructions are below.

Your Poster Presentation will include the following:

1. .pdf file upload of your poster
2. a link to an online Youtube video (~5-minute presentation)

POSTER SPECIFICATIONS

- **Dimensions:** Final poster dimensions can be up to a maximum of 48" wide x 36" tall landscape format or 36" wide x 48 " tall vertical format (although the posters will not be printed, these dimensions impact the scale of your materials.)
- **Poster Templates:** Please visit these websites if you would like to view and use a free poster template:
 - <https://www.posterpresentations.com/free-poster-templates.html>
 - <https://www.genigraphics.com/templates>
- **Saving instructions:** Your poster will be uploaded to the ForagerOne site. Instructions to follow.
 - Name your poster file with the following format:
[Last name First name] Class name (or Research if it is not for a class) Poster
 - Example: Barber Amorette BIOL 404 Poster.pdf
 - Example: Barber Amorette Research Poster.pdf

GETTING STARTED with PowerPoint

1. In PowerPoint, begin by creating a 1-slide PowerPoint presentation - choose a blank slide. (*The entire poster **must** be contained in only **one** slide.*)
2. Adjust the slide size to make the poster dimensions a maximum of 36" x 48" or 48" x 36" or a smaller size if desired.
3. Save your poster as a .pptx file while you are working on it. (When you are all finished and ready to submit your poster, save a copy as .pdf)
4. The poster file size may not exceed 10MB
5. If needed, use an online tool such as [Smallpdf](#) to compress the file.

GETTING STARTED with Google Slides

1. Go to slides.google.com in your browser
2. Click the big "+" symbol to start a new slideshow
3. In "File / Page Setup" choose "Custom" and set the size of your slide to 48" by 36" or 36" by 48" or to a smaller size if desired.
4. In "Slide / Apply Layout" choose "Blank"
5. When you are all finished and ready to submit your poster, choose "File / Download" and choose "PDF Document"
6. Make sure your PDF does not exceed 10MB before submitting it.

POSTER PRESENTATION RECORDING GUIDELINES

Present as if you were at an in-person poster session. Aim to keep your presentation short (10 minutes). The video should be a narration of your findings presented on the poster including:

- Your project goals
- Your main research activities
- What you learned

VIDEO

- Recording tools:
 - Zoom — your Longwood account allows you to record your narration of a slide presentation (Zoom is the best tool for group presentations)
 - Panopto- your Longwood account allows you to record and edit your narration of a slide presentation
 - Canvas Studio: your Longwood account allows you to record your narration of a slide presentation
 - iMovie
 - A phone or laptop
- Upload the file to YouTube.
- Privacy settings - select "unlisted" to make sure your video does not appear in search results or on your channel.
- If you need assistance with recording your presentation or with uploading your file to YouTube, please see the list of Help Guides created by the DEC at the end of this document and posted on the Student Showcase website: <http://www.longwood.edu/studentresearch/student-showcase-for-research-and-creative-inquiry/>

Pre-RECORDED ORAL PRESENTATION GUIDELINES

The ideal presentation is designed to **tell the story** of your research project--what question(s) did you ask, how did you strive to answer your question(s), and what did you conclude from your studies? Where are you now? Is this the end of your work, or a step in a longer journey? What have you learned through your research? What is the key idea you would like your audience to remember about your project?

Consider your audience members, who are not experts in your field, in order to invite conversation and attract attention.

ORAL PRESENTATION

You can use PowerPoint or Google Slides to make your presentation slides.

Your Oral Presentation will include the following:

1. A link to an online Youtube video of your presentation. Your presentation can be as long as you would like, there is not limit on the length of oral presentations.

ORAL PRESENTATION RECORDING GUIDELINES

Present as if you were at an in-person presentation session.

1. Record a video of yourself presenting your talk while showing your slides (if you are giving an oral presentation). We recommend recording your talk using Zoom and using screen share to show your slides while recording yourself talking about your slides or poster. Please be sure that: a) your face is well lit and b) your background is not distracting and is professional. Please double-check the quality of your recording before proceeding to Step 2.

2. Upload your video to YouTube, making sure to specify your video as Unlisted. This ensures that no one can see your video, except those that you share the link with. You will need a YouTube channel to upload your video to YouTube, if you don't have one, you can create one for free at www.youtube.com

VIDEO

- Recording tools:
 - Zoom — your Longwood account allows you to record your narration of a slide presentation. Zoom is best for group presentations.
 - Panopto- your Longwood account allows you to record and edit your narration of a slide presentation. This is the best tool for editing videos.
 - Canvas Studio: your Longwood account allows you to record your narration of a slide presentation
 - iMovie
 - A phone or laptop
- Upload the file to YouTube.
- Privacy settings - select “unlisted” to make sure your video does not appear in search results or on your channel.
- If you need assistance with recording your presentation or with uploading your file to YouTube, please see the list of Help Guides created by the DEC at the end of this document.

UPLOADING TO FORAGERONE SYMPOSIUM

(You will receive more instructions AFTER you register for the Student Showcase.)

Please submit your presentation files here:

<https://symposium.foragerone.com/lugrs21/submission>

Through the submission form, students will fill out the information about themselves and any co-presenters, add their presentation title and abstract, and upload a PDF (which must be under 10 MB). Students will also submit a supplementary video through uploading their video to YouTube and sharing the link on the submission form. We recommend marking the video as unlisted to ensure the video does not appear on any public search, including YouTube or Google.

- How to upload videos to YouTube:
<https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>
- How to make a video unlisted on YouTube:
<https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>
- Uploading videos longer than 15 minutes to YouTube: <https://support.google.com/youtube/answer/71673?co=GENIE.Platform%3DDesktop&hl=en>

Some sample posters and videos can be found on the symposium demo site

(<https://symposium.foragerone.com/demo1/projects>). A sample poster presentation can be found here:
<https://symposium.foragerone.com/demo1/presentations/24>

RESPONDING TO COMMENTS in FORAGERONE SYMPOSIUM

At any time during the conference (and for one year afterward) the prerecorded poster and oral presentations can be viewed. Viewers can leave written comments (compliments, thoughts, encouragements, and suggestions) for the presenters. Please be courteous in how you offer your critiques. The presenter will receive an email when a comment is posted and the presenter will have the opportunity to respond to the comments.

Expectations for presenters:

- Log into the Symposium website at least 3-4 times between now and April 16th. You also will need to be logged into the Symposium website during your assigned poster session discussion time on April 16.
- Answer the questions and comments on your own presentation before the end of the day on April 16.
- Comment and engage with the presentations of your fellow presenters. An important part of presenting your project at a conference is learning about other projects in and outside of your discipline. Please explore the Symposium site and ask questions/leave comments for other presenters.

Guidelines for commenting:

- Questions, comments, and responses should be collegial and respectful of all presenters and visitors.
- Carefully read, view, and listen to posted work before posing thoughtful questions, civil comments, and/or constructive feedback.

ADDITIONAL RESOURCES

- [Instructions](#) to create your first YouTube video
- [Instructions](#) on creating narrations for a slideshow presentation

Existing Help Guides (From the Digital Education Collaborative (DEC))

Zoom:

- [How to Use Zoom](#)
- [Creating Captions](#)
- [Recording](#)
- [Trimming Videos](#)
- [Annotations and Whiteboard](#)
- [Zoom troubleshooting guide](#)
- [Zoom Virtual Background](#)
- [Zoom: Student Guide](#)
- [Mirror My Image](#)

Panopto:

- [Downloading](#)
- [How to Use for Students](#)
- [Editing Videos](#)
- [Another How to Use \(Launching from Canvas\)](#)

Canvas Studio:

- [Canvas Studio Canvas Guides](#)

Other Tools:

- [How to use iMovie](#)

Youtube:

- [How to Create Unlisted Youtube Videos](#)