



Presenter Checklist

Option 1: Poster Presentation

PREPARING MATERIALS

(VIEW WEBSITE FOR RESOURCES, PREP SESSIONS, AND WORKSHOPS)

VIRTUAL MATERIAL SUBMISSION

DUE APRIL 25

REQUIRED FOR ALL PRESENTERS, UPLOAD HERE

DAY-OF EVENTS

APRIL 29, 2022

8:00 AM -1:30 PM

OPTIONAL IN-PERSON, DETAILS ON WEBSITE

OPTIONAL HYFLEX, DETAILS ON WEBSITE

QUESTIONS?
BOOK A DROP-IN APPOINTMENT

- Finalize abstract and have it reviewed
- Prepare poster file and have it reviewed
- Save poster file as a PDF and print (if needed)
- Practice 3-minute elevator pitch
- Record 3-minute audio or video pitch
- Upload pitch recording to YouTube

- Register for a Symposium account
- Fill out all presenter information fields
- Opt-in for relevant award categories
- Fill out title, mentor, abstract, & category type
- Upload poster PDF, insert YouTube link
- Upload by Monday, April 25 11:59

- Arrive 8:00-9:00 am for check-in & breakfast
- Bring printed poster, prepare to share pitch
- Confirm presentation time at 9:30 or 11:00
- Stand by poster & talk with attendees!
- Check other students' presentations
- Stay for lunch & closing comments 12:30-1:30 pm

- Zoom in at correct time to present HyFlex
- View other posters & leave comments

EMAIL UNDERGRAD.RESEARCH@UCENVER.EDU
ASK YOUR QUESTIONS ON THE RACAS DISCORD



Presenter Checklist

Option 2: Oral Presentation

PREPARING MATERIALS

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DUE APRIL 25

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OPTIONAL IN-PERSON, DETAILS ON WEBSITE

OPTIONAL HYFLEX, DETAILS ON WEBSITE

QUESTIONS?
BOOK A DROP-IN APPOINTMENT

Prepare 3-min & 12-min presentation with slides

Practice pitch & full talk

Finalize abstract, have it reviewed

Practice & record 3-min audio or video pitch

Save slides as a PDF & prep for 29th (if-needed)

Upload pitch recording to YouTube

Register for a Symposium account

Fill out all presenter information fields

Opt-in for relevant award categories

Fill out title, mentor, abstract, & category type

Upload PDF of slides, insert YouTube link

Upload by Monday, April 25 11:59

Arrive 8:00-9:00 for check-in & breakfast

Bring slides on a thumb-drive or on the cloud

Confirm time slot & room, arrive 30-min prior

Present scholarship to room of attendees!

Check other students' presentations

Stay for lunch & closing comments 12:30-1:30 pm

Zoom in at correct time to present HyFlex

View other presentations & leave comments

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Presenter Checklist

Option 3: Media Exhibit

PREPARING MATERIALS

(VIEW WEBSITE FOR
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SESSIONS, AND
WORKSHOPS)

VIRTUAL MATERIAL SUBMISSION

DUE APRIL 25

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PRESENTERS,
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DAY-OF EVENTS

APRIL 29, 2022

8:00 AM -1:30 PM

OPTIONAL IN-PERSON,
DETAILS ON WEBSITE

OPTIONAL HYFLEX,
DETAILS ON WEBSITE

QUESTIONS?
BOOK A DROP-IN APPOINTMENT

- Decide on form of exhibit
- Prepare all materials, have them reviewed
- Finalize abstract, have it reviewed
- Practice & record 3-min audio or video pitch
- Collect any files or website links
- Upload pitch recording to YouTube

- Register for a Symposium account
- Fill out all presenter information fields
- Opt-in for relevant award categories
- Fill out title, mentor, abstract, & category type
- Upload relevant materials, insert YouTube link
- Upload by Monday, April 25 11:59

- Arrive 8:00-9:00 for check-in & breakfast
- Bring exhibit materials & confirm set-up
- Confirm presentation time & room or spot
- Present creative activities to attendees!
- Check other students' presentations
- Stay for lunch & closing comments 12:30-1:30 pm

- Zoom in at correct time to present HyFlex
- View other presentations & leave comments

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