

## **Virtual Symposium Frequently Asked Questions**

### **What is a virtual symposium?**

Because of COVID restrictions we are once again unable to put on our usual end of the summer symposium in person. Like last year, we still want to showcase all of the research you have done, so we have made the event virtual.

### **When will the virtual symposium take place?**

The virtual symposium will be held on Thursday August 12<sup>th</sup> – from 9:00am to 5:00pm.

### **Where will all of this research be showcased?**

We will be using the Symposium platform by ForagerOne for the event. ForagerOne is a virtual forum to curate and share research and creative projects with your community as well as to facilitate discussion. The link will be shared and made public in early August.

### **Do I have to present my research at this virtual symposium?**

This depends on the summer program that you are participating in. If you are a Summer Scholar through the Undergraduate Research Program – yes, you do have to present your research at the virtual symposium on August 12<sup>th</sup>. If you are participating in research through another program, you need to discuss this with your program coordinators for the summer.

### **Will I be presenting a poster or an oral presentation?**

This depends. As in past years – we have typically had students in arts, humanities, and social sciences present oral presentations at the symposium. Students in science and engineering have typically presented posters. We plan on sticking with this format. However, if you feel strongly that you wish to present in one format over the other – please fill out your preference when you submit the symposium presentation submission form. We will do our best to accommodate your request – however, we cannot make any promises.

### **When do I have to sign up for the event?**

By Friday July 30 you need to have your uploaded project (which is your video or poster presentation) abstract, and title finalized.

You also need to have this form filled out:

<https://symposium.foragerone.com/udsymposium2021/submission>

We will use the information from this form for the event.

### **Can I change any information my mind after Friday July 30<sup>th</sup>?**

No. No changes can be made after this date.

### **When do I have to have my final oral presentation or poster completed?**

You need to have your completed presentation finalized and uploaded to the ForagerOne site by Friday July 30<sup>th</sup>.

### **What exactly do you mean by “have my completed presentation finalized?”**

For poster presentations this includes: a PDF of your entire poster along with a three minute video recording of you briefly describing your poster and your research.

For oral presentations this includes a 10-minute video of your presentation.

### **If I am submitting a joint presentation - does everyone have to fill out the registration form?**

No. There should be one submission per group and whoever submits can list the others as co-presenters in the submission form.

### **The summer is already so short. I won't have time to finish my research by then.**

We understand. It is frustrating to take time away from an already shortened period of research. We do not expect you to have complete projects by the end of summer. We understand summer research is a work in progress – and that there may be additional delays due to working remotely. Nobody expects a final project. What we do expect is for you to showcase whatever it is you have completed (even if it is not a final version of your research). It is ok if you do not have all of your research data collected – or your research question fully answered. In your research presentation you can also communicate what the next steps are in your project so your audience is aware that this is not the final version of your research.

### **Why do I have to have everything submitted by July 31 when I could have two more weeks before the event to complete my data?**

Planning a virtual symposium takes a considerable amount of time on the back end. We understand your time restraints and your frustrations. However, our staff needs a considerable amount of time to coordinate the event – and to make sure all of the technology is working on the day of the symposium.

### **If everything is going to be previously uploaded – what exactly will I be doing the day of the event?**

#### **For poster presenters:**

By July 30<sup>th</sup> you will upload your poster and abstract along with a 3-minute video recording of you briefly describing your poster and your research. Posters will be visible on the Forager One forum on August 12<sup>th</sup> from 9:00am to 5:00pm. Those viewing the poster will be encouraged to post questions through the forager one message board. Every time you get a question about

your poster you will get an email notification. Please check your email throughout the day so that you can respond to all of your questions in a quick and timely manner.

### **For oral presentations:**

By July 30th you will have recorded and uploaded a 10-minute video of your PowerPoint presentation. You will be organized into a zoom session – where a moderator will play the recording of your 10-minute video. Following the playing of this video you will be available for a live 3-5 minute Q&A session about your presentation.

### **Can I invite my family and my friends to this?**

Yes – of course! We definitely encourage you to invite your friends and family to view the hard work that you have done over the course of the summer. The symposium is open to the public. The symposium link will be available for everyone to see in early August.

If you are presenting an oral presentation we will give you a link to your session to share with all of your family and friends

### **I want my family to attend my Zoom session. When will it be?**

We will have this available to you as soon as possible. You should know the time of your session by early August.

### **How do I create a PowerPoint Presentation and recording of myself – and upload this to YouTube?**

This is a great question. We will send you step by step directions on how to do this – and will also post these instructions on our website.

### **How do I create a poster and upload it to ForagerOne? Also – what should I include on this poster?**

There are going to be a number of workshops on creating a poster. We encourage you to attend them. Dates and times are available on our summer calendar – and reminders will be sent out to you. Step by step instructions will also be sent out to you and will be posted on our website.

### **Do size dimensions matter on a virtual poster?**

As a virtual poster size dimensions do not matter. Posters must be uploaded as a PDF. PDFs must be less than 10MB in size. If necessary, to compress it and reduce the file size, we suggest Smallpdf.com or another online tool.

**I am worried about confidentiality – what if I want to put confidential data that I do not want to be publicly available on my poster?**

Because our symposium will be open to the general public – we recommend you do not include any confidential data that you do not want to be made available to the general public. If you have questions or concerns about this – please send a message at [lbarsky@udel.edu](mailto:lbarsky@udel.edu) to discuss this further.

**Will I get reminders about when everything is due?**

Yes – you will get several. You will also get several detailed emails with instructions. We try not to overwhelm you with messages – but we do want to make sure that you stay on top of deadlines.

**What if I still have questions or concerns? Who can I talk too?**

We understand that this is a lot of information – and that this is all different than it has been in the past. If you have any questions or concerns about any aspects of the online symposium you can contact:

Lauren Barsky – [lbarsky@udel.edu](mailto:lbarsky@udel.edu)

Karen Holden – [krholden@udel.edu](mailto:krholden@udel.edu)

Iain Crawford – [icrawf@udel.edu](mailto:icrawf@udel.edu)

We are all here to help you out.