



Thirteenth Annual **UNDERGRADUATE RESEARCH SYMPOSIUM**



The Office of Research & Creative Arts (ORCA) is excited to present the virtual 13th Annual Undergraduate Research Symposium on Friday, March 19th and Saturday, March 20th. Friday will be an asynchronous Preview Day, and Saturday will be the synchronous Symposium. This event is about supporting and celebrating student research and student and faculty mentor partnerships. However, we are very aware that this is a challenging time for all. If you feel overwhelmed, confused or have technological restrictions, we are here to help. Know that our office is open by email and Instagram Direct Message Office Hours to assist you during this process.

Questions about your presentations?

Please email symposium@lmu.edu, attend one of our workshops, or, for immediate assistance, attend one of our virtual drop-in sessions through ORCA Instagram Direct Messaging (@lmu_orca). More information at lmu.edu/symposium.

Instagram Drop-In ORCA Office Hours: (@lmu_orca via DM) See lmu.edu/symposium for schedule

Symposium Day-Of Open Dialogue & FAQs: 9:30am-2:30pm

Please see below for instructions about creating and uploading your presentations. Instructions on how to virtually connect with the conference on Friday, March 19th and Saturday, March 20th are forthcoming.

All Symposium presentations should be uploaded to Hubb by Thursday, March 18th at 5pm.

TO CREATE YOUR PRESENTATION

POSTER

Create your poster as you would normally (using PowerPoint, InDesign, etc). You may also have the option of presenting your work as a slide deck instead of a traditional 'poster,' for viewing ease and accessibility. **However, please export and upload the final file as a PDF.** This will increase all attendees' ability to view your work.

Questions about research posters? ORCA will be providing an asynchronous virtual workshop on creating digital research posters. Details forthcoming.

ORAL, FILM & LIVE ARTS SHOWCASE PERFORMANCE PRESENTATIONS

You have a great deal of flexibility in how you would like to present your presentation. **As long as it is a reasonable length (we recommend 5-7 minutes maximum) and is exported in the appropriate file-type (.mp3 for audio files, .mp4 for videos, .PDF for other visuals), you are free to use the format you feel is best suited to your work.** For example, you may:

- Record yourself, using your smartphone or technology like Zoom, delivering/performing your presentation and upload that recording into Box;
- Provide a PowerPoint of your presentation (if you choose this, please upload to Box as a PDF);

- Create a clip of your film with voiceover and upload that to Box;
- Create a visual narrative through a Pecha Kucha Presentation (pechakucha.com), export as PDF and upload to Box.

Please note that unlike traditional in-person conference presentations, which are often 15-20 minutes long, virtual presentations are more effective when condensed. We recommend that video and film presentations be no more than 5-7 minutes long.

TO UPLOAD YOUR PRESENTATION

STEP 1: UPLOAD TO BOX

- After you complete your presentation, please upload it to your LMU Box account (box.lmu.edu) as **one** file.

Make sure that you are uploading an appropriate filetype
(.PDF for visuals, .mp3 for audio, .mp4 for video)

- Locate this file in Box and click the share button. On the pop-up window, change the following settings:
 1. Click the toggle underneath **'Share Link'** so that it says **'Shared link is enabled'**
 2. Make sure that **'People in your company'** is selected from the drop-down menu below the share link. LMU community members will have to login to see the document.
 3. In the drop-down menu next to that, change **'Can view and download'** to **'Can view only'**
 4. Click the **'Copy'** button and copy this link. You will be pasting this link into Hubb.

STEP 2: PASTING IN HUBB

- Please log into your Hubb account using your LMU credentials.
- Navigate to the **'Speaker Details'** page where your approved sessions (presentations) are listed. Then, please complete the instructions below for **each** of your approved sessions:
 1. Click on your session title and review the session details tab. You are also able to make edits to your session as needed. Please note, however, that any title or abstract edits may not make it into the program at this time.
 2. In Session Details, scroll to the very bottom to the box labelled **'Links.'**
 3. Click **'Insert Link,'** either under the Insert Tab, or through the Link short link (it looks like a linked chain).
 4. Please paste your Box URL here under **'URL.'** Also here, make sure to select **'Open in a New Window'** under **Target'** and then click **'OK.'**
 5. Click the **'Save'** button in the upper right.