



Undergraduate Research Conference

Guidelines & Information

November 3 – 6, 2021

The Student Center for Research, Creativity, and Scholarship (SCRCS) is honored to be hosting the University of Louisiana at Lafayette's annual Undergraduate Research Conference (URC). Within this packet, you will find a schedule of events, registration links and instructions, guidelines for recording submissions, definitions for each type of presentation accepted by the conference, answers to frequently asked questions (FAQs), and our IRB IACUC policy statement.

The conference will be accepting four types of presentations this year including lightning talks, performing & visual arts exhibits, poster presentations, and oral presentations.

Due to the virtual format and to ensure a smoothly ran conference, all presentations must be pre-recorded and submitted before the conference is held. These recordings will be played during the conference. Question and answer sessions will follow each presentation.

Further questions, please contact the following representative from the Student Center for Research, Creativity, and Scholarship:

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Schedule of Events

Wednesday, November 3 rd (4:00 – 6:30 pm)	Thursday, November 4 th (4:00 – 7:30 pm)	Friday, November 5 th (4:00 – 8:30 pm)	Saturday, November 6 th (9:00 – 10:30 am)
Lightning (3 Minute) Talks 4:00 pm – 5:00 pm Multiple Sessions Synchronously	Performing Arts Presentations 4:00 pm – 6:00 pm Multiple Sessions Synchronously	Oral Presentations 4:00 pm – 5:30 pm Multiple Sessions Synchronously	Poster Presentations 9:00 am – 10:30 am Multiple Sessions Synchronously
Break 5:00 pm – 5:30 pm	Break 6:00 pm – 6:30 pm	Break 5:30 pm – 6:00 pm	Break 10:30 am – 11:00 am
Lightning (3 Minute) Talks 5:30 pm – 6:30 pm Multiple Sessions Synchronously	Visual Arts Presentations 6:30 pm – 7:30 pm Multiple Sessions Synchronously	Keynote Speaker (TBA) 6:00 pm – 7:00 pm	Oral Presentations 11:00 am – 12:30 pm Multiple Sessions Synchronously
		Break 7:00 pm – 7:15 pm	
		Poster Presentations 7:15 pm – 8:30 pm Multiple Sessions Synchronously	

Registration Instructions & Links

The deadline to register for the URC has been postponed to **Friday, October 15th** due to Hurricane Ida's impact on participating schools. All conference presenters, research mentors, faculty advisors, observing students, and guests must register online by this date to ensure access to our virtual platform.

There will be two (2) forms to complete for registration as a **presenter**.

The first form is the official registration for the conference. Everyone should fill this out.

The second is to submit your recording, abstract, and/or IRB/IACUC approval. These documents are due **Friday, October 29th**. **All presenters, including those presenting as a group, must register individually.** Please note, those students wishing to present as a group may do so. However, make sure the group presentation box is checked during the process and submit a group name on your registration form for scheduling clarity.

All other attendees (**faculty advisors / mentors / observing students / guests**) will only need to complete one (1) form for registration.

The registration form has several different options for individual to choose from, please see each description below to better understand each option.

Undergraduate Student Presenter: select this option if you are the student presenting completed research for the conference.

Observing Undergraduate Student: select this option if you are an undergraduate student attending the conference as a viewer.

Research Mentor: select this option if you are a faculty mentor or Graduate Student mentor who is listed on any of the presenting projects.

Observing Faculty or Graduate Student: select this option if you are a faculty member or graduate student attending the conference as a viewer.

Guest: please select this option if none of the above apply to you.

Link to Registration

<https://forms.gle/kMzjAh7qVZMbEKW48>

Presentation Recording Guidelines

Due to the virtual format and to ensure a smoothly ran conference, all presentations must be pre-recorded and submitted before the conference is held. Question and answer sessions will follow each presentation.

All videos must be submitted as .mp4 files & must adhere to the time limitation in column two of the table below to be accepted into the conference.

Style/Type	Recording Time Limit	Q & A Time Allocation	
Lightning Talks	3 minutes	2 minutes	
		Description/Discussion	Questions
Performing Arts Exhibits*	10 minutes	3 minutes	2 minutes
Visual Arts Exhibits	3 minutes	3 minutes	2 minutes
Poster Presentations	5 minutes	5 minutes	
Oral Presentations	10 minutes	5 minutes	

Links to submit abstracts & recordings for each presentation style are listed below:

Performing Arts Exhibits need to submit a video of their performance, voice-over is not required.
Link to (Performing Arts): <https://forms.gle/Lzanok9zHg2GaTxL8>

Visual Arts Exhibits, Oral & Poster Presentations require a screen recording of your exhibit or visual aid with a voice over presentation of your work.

Link to (Visual Arts): <https://forms.gle/zN9YM7jpxBD7GZZu5>

Link to (Oral Presentations): <https://forms.gle/LspBWD7KmcziNPn6A>

Link to (Poster Presentations): <https://forms.gle/es69VMYA5z7dTq4h7>

Lightning Talks are welcome to use visual aids such as Point Power but is not a requirement. Please use a screen recording of your visual aid with a voice over presentation of your work if you choose to utilize one. If you refrain from using a visual aid, submit a video of yourself in professional attire giving the talk.

Link to (Lightning Talks): <https://forms.gle/6k6DaD93iHiapSUN9>

How to save Power Points as MP4 videos:

<https://www.youtube.com/watch?v=PzvqFI0RLr4>

Lightning (3 Minute) Talk Guidelines

Type	Recording Time Limit	Q & A Time Allocation
Lightning Talks	3 minutes	2 minutes

Helpful tips for creating a lightning talk:

These lightning talks should be given in the classic style. The presentation takes three minutes, using one to three slides (more can be used, but it is risky). The presenter explains only the most important highlights of their research. They can advance the slides as quickly or as slowly as they like.

1. **Less is more**– the aim of your lightning talk is to inspire your audience to research the subject after the presentation rather than flooding them with all of the information about a topic in the shortest time frame possible. Don't be afraid of not giving your audience everything they need to know!

2. **Simplicity is key**– You could perhaps use the Takahashi method, which is way of distilling your ideas to their essence by including only one or two words per slide in a large font. This will make it easier for yourself to keep on track, as well as for your audience to understand.

3. **The art of delivery**– It is all too easy to get so absorbed in your topic that you lose track of the way in which it will be delivered. Arguably, it is the delivery of a lightning talk which takes precedence over the content. Make sure you have logical transitions of ideas in your presentation and that you stay confident. Remember that your audience is rooting for you!

4. **Practice, practice, practice**– Practice against a timer as much as possible to get an idea of how your presentation will flow. If you find yourself speeding up towards the end of the five minutes to be able to share as much information as possible, then take a step back and consider condensing your presentation.

<https://www.findacure.org.uk/2019/06/07/what-makes-a-good-lightning-talk-findacures-top-four-tips/>

5. The lightning talk format is a pretty dramatic break from the traditional academic presentation styles. They can be a fun and whimsical way to communicate science. Keep that in mind as you prepare. Humor can be particularly impactful for audiences and really help you drive home the key messages of your presentations. And if you're not funny, just make sure YOU are having fun during your presentation. Your audience will pick up on it.

<http://www.slide-talk.com/lightning-talk-phenomena-tips-and-tricks/>

Also, see “16 ways to prepare for a lightning talk.

<https://www.semrush.com/blog/16-ways-to-prepare-for-a-lightning-talk/>

Link to Lightning Talk abstract & recording submission:

Abstracts should be 300 words or less

<https://forms.gle/6k6DaD93iHiapSUN9>

Performing & Visual Arts Exhibit Guidelines

Event type	Recording time	Description/Discussion	Questions
Performing Arts Exhibits*	10 minutes	3 minutes	2 minutes
Visual Arts Exhibits	3 minutes	3 minutes	2 minutes

Please see the rules and suggestions for production of your recordings, page 4 of this document. During the virtual conference the performance or display of the artistic piece will be recorded. This recording will be played. The student presenter will then have 3 minutes to discuss or further discuss the importance of the work with the audience. This will be followed by a Q&A time of approximately 2 minutes. All recordings must be MP4 files.

All arts recordings should include the following information

- Name of the piece of art or performance
- Composer/choreographer, artists that produce the work that is presented
- A description of the piece being presented
- Description of the scholarly relevance of the work presented
- Name(s) of student performer(s) or artist (s)
- Name(s) of faculty mentor(s)

For Visual Arts, please provide images that are clear and cropped to the image or presented on a black or white background. Avoid images that are blurry have a distracting background. Provide information in the slide or video the designates the actual size of the piece, medium, and year created. This provides information to the viewer, without having to take up time in your talk. Consider high-resolution images that will provide closeups to your pieces, especially if you would like to talk about details. If process is part your talk, provide an explanation of your process. Use images or videos, for example if you are metal casting something or pulling a print in the printshop include picture of you completing the task.

We offer some helpful tips that we located on the internet. Please seek further assistance from your faculty adviser.

7 Ways to Make Your Next Artist Talk Painless, Entertaining, and Successful

<https://www.artworkarchive.com/blog/7-ways-to-make-your-next-artist-talk-painless-entertaining-and-successful>

Here are some examples of virtual art exhibits, please use these to help you imaging your own presentation style.

7 Art Exhibits To Visit From The Comfort Of Your Couch

<https://www.wbur.org/news/2020/07/28/virtual-art-exhibits>

Link to Performing Arts abstract & recording submission:

Abstracts should be 300 words or less

<https://forms.gle/Lzanok9zHg2GaTxL8>

Link to Visual Arts abstract & recording submission:

Abstracts should be 300 words or less

<https://forms.gle/zN9YM7jpxBD7GZZu5>

Oral Presentation Guidelines

- PowerPoint with voice-over can be used to produce an MP4 file for the recording. Other software can be used to produce the video however file type is limited
- The video of the presentation must be saved in .mp4 format
- Presenters, please be prepared for questions. You will have 5 minutes to answer questions posed by the audience members.

SCRCS has produced training videos about presenting your research orally and in poster form. Find these recordings on the website advance.louisiana.edu at this link: [Advance workshops](#)

Presentation Clout: getting the most “likes” out of your audience. [Link](#)

Presentation pointers: content

- Know your audience. ...
- Tell audience members up front why they should care and what's in it for them. ...
- Convey your excitement. ...
- Tell your story. ...
- Keep it simple. ...
- Set the stage. ...
- Get ready to perform. ...

How to give a dynamic scientific presentation:

Convey your ideas and enthusiasm – and avoid the pitfalls that put audiences to sleep – Elsevier <https://www.elsevier.com/connect/how-to-give-a-dynamic-scientific-presentation>

Other Helpful Links

Advice for Virtual Research Presentations – Sigma Xi

<https://www.sigmaxi.org/news/keyed-in/post/keyed-in/2020/08/20/advice-for-virtual-research-presentations>

Creating a Video Presentation for a Virtual Conference – UC Davis

<https://urc.ucdavis.edu/video-presentations>

Link to Oral Presentation abstract & recording submission:

Abstracts should be 300 words or less

<https://forms.gle/LspBWD7KmcziNPn6A>

Poster Presentation Guidelines

- PowerPoint with voice-over can be used to produce an MP4 file for the recording. Other software can be used to produce the video however file type is limited
- The video of the poster presentation must be saved in .mp4 format
- Presenters, please be prepared for questions. You will have 5 minutes to answer questions posed by the audience members.

SCRCS has produced training videos about presenting your research orally and in poster form. Find these recordings on the website advance.louisiana.edu at this link: [Advance workshops](#)

Producing Professional Academic Posters: link to [part 1](#) and [part 2](#)

What makes a good poster? (<https://guides.nyu.edu/posters>)

- Important / primary information should be readable from about 10 feet away
- Title is short and draws interest
- Word count of about 300 to 800 words
- Text is clear and to the point
- Use of bullets, numbering, and headlines make it easy to read
- Effective use of graphics, color and fonts
- Consistent and clean layout
- Includes acknowledgments, your name and institutional affiliation
- STEM posters include introduction, methods, results, and conclusion/discussion

Other useful links:

Preparing and Presenting Effective Research Posters; NCBI
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1955747/>

How to make an effective poster (Research) UC Davis
https://urc.ucdavis.edu/sites/g/files/dgvnsk3561/files/local_resources/documents/pdf_documents/How_To_Make_an_Effective_Poster2.pdf

UL College of Education Template (For UL Education Majors Only)
<https://honors.louisiana.edu/media/2072>

Link to Poster Presentation abstract & recording submission:
Abstracts should be 300 words or less

<https://forms.gle/es69VMYA5z7dTq4h7>

Frequently Asked Questions

Who can present at the Undergraduate Research Conference?

- The Undergraduate Research Conference is open to any undergraduate student in any discipline who is engaged in active research, creative, or scholarly project.
- Undergraduate may have worked with a graduate student or faculty member but the undergraduate's name must be on the project, and only the undergraduate may present at the conference.

Who can attend the conference?

- The conference is open to anyone who would like to attend.

What is the cost of the Undergraduate Research Conference?

- Due to the virtual formatting of the conference, there will be no registration fee for the fall of 2021.

What category should I register under?

The registration form has several different options to register under, please see each description below for a better understanding.

Undergraduate Student Presenter: select this option if you are the student presenting completed research for the conference.

Observing Undergraduate Student: select this option if you are an undergraduate student attending the conference as a viewer.

Research Mentor: select this option if you are a faculty mentor or Graduate Student mentor who is listed on any of the presenting projects.

Observing Faculty or Graduate Student: select this option if you are a faculty member or graduate student attending the conference as a viewer.

Guest: please select this option if none of the above apply to you.

What if I want to present as a group with other undergraduate students?

- Group presentations are welcomed at the Undergraduate Research Conference. However, to ensure all participants receive information and computer links please make sure all group members register. Make sure the group presentation box is checked during registration and enter a group name. The group name has no guidelines and will not be listed in the program, this is specifically for office staff and scheduling purposes.

What is the acceptable length of an abstract?

- Abstracts should be no more than 300 words.

**Institutional Review Board (IRB)
or
Institutional Animal Care and Use Committee (IACUC)
Approval Disclosure**

All presenters of the conference must have the approval of the IRB or IACUC boards from their university if their research contains human or vertebrate subjects. Failure to provide an approval letter will result in the withdrawal of the presentation from the conference.

*Each university is responsible for producing a letter or proof of approval form.
Students should find assistance at their schools to obtain approval guidelines.*

ULL students can follow the link provided below to access the ULL IRB and IACUC webpages

IRB: <https://vpresearch.louisiana.edu/research-compliance/institutional-review-board>

SCRCS has produced training videos about the Institutional Review Board at UL Lafayette. Find these recordings on the website advance.louisiana.edu at this link: [Advance workshops](#)