



Center for Undergraduate Research Opportunities

UNIVERSITY OF GEORGIA

CURO Symposium Oral Session Convener's Responsibilities

1. Each oral session will feature concurrent presentations in separate rooms with three to four presenters in each room. On Monday, April 8, 2019 there will be four 50 minute oral sessions which will follow the Monday class schedule from 11:15am-3:20pm. On Tuesday, April 9 there will be five 75 minute oral sessions which will follow the Tuesday class schedule from 9:30am-4:45pm.
2. Prior to each session, please introduce yourself to the technology support person (one will be assigned to each room), faculty research mentors and undergraduate research presenters and inform them that you will be the timekeeper. Presenters and faculty mentors will have nametags and ribbons, denoting their level of participation. Please be sure to ask for the correct pronunciation of their names.
3. **Sessions must begin and end on time.** Begin by welcoming everyone to the CURO Symposium and thanking the audience for supporting undergraduate research. During Monday's session, invite them to attend the keynote from 3:30pm-4:30pm followed by the poster session from 4:30pm-6:30pm. Please do not ad lib extensive opening remarks. Your role is to make sure sessions run on time.
4. Let presenters know that you will hold up the 5 minutes left / 3 minutes left / 1 minute left / Thank You signs to them to keep them on schedule. (These signs will be available in the room.)
5. **Each presenter is assigned a 15 minute time slot.** Ask the first presenter to step-forward while you introduce the faculty mentor who will introduce the students. If a faculty mentor is unable to attend, please introduce the student, specifically the year, major, department and any information about the research the student may have provided. Student introductions should be no longer than 1-2 minutes.
6. Each student should present for no more than 10-12 minutes, thereby allowing time for questions. Avoid 'dead air' by preparing a question of your own in case there are none. If the presentation has not allowed time for questions, please thank the presenter and proceed to the next student.
8. Please do not leave the technology in your room unattended. If you need to leave the room, please ask the technology support person, another convener or a Symposium volunteer to stay in your room.
9. Refer any questions or concerns about the Symposium to the registration table and please jot down any feedback.

Basic 15 minute oral presentation timeline:

- 1-2 minutes for student introduction (by faculty member or convener)
- 10-12 minutes for presentation
- 1-3 minutes for Q&A