

Guidelines for Presenting at a Virtual Symposium of Student Scholars

- Download MS Teams onto the device you will be using for the Symposium. More information can be found here: <https://products.office.com/en-us/microsoft-teams/download-app>
- The program, along with the codes to enter each session, can be found here: <https://research.kennesaw.edu/our/presenting-publishing/student-scholars.php>. Be sure to find your presentation time and link beforehand. There are two ways to get to your link:

a. In the Excel document, search for your name and use the “Code to Attend Session” at the left-hand side of the page.

	A	B	C	D
1	Code to Attend Session	Time	Title of Project	Project Department
2	https://teams.microsoft.com/l/meetup-join/19%3am...	11:30am - 11:45am	From Displaced to Our Place: Using an Education	Architecture
3	https://teams.microsoft.com/l/meetup-join/19%3am...	3:00pm - 3:15pm	Golden Scrutiny Compositional Subtlety	Architecture
4	https://teams.microsoft.com/l/meetup-join/19%3am...	11:00am - 11:15am	Informing Space: A Human Centered Approach To	Architecture
5	https://teams.microsoft.com/l/meetup-join/19%3am...	4:00pm - 4:15pm	Restoring History: Mixed-Use Hotel & Retail Cente	Architecture
6	https://teams.microsoft.com/l/meetup-join/19%3am...	10:30am - 10:45am	The Model Holistic: The Application of the Adaptiv	Architecture
7	https://teams.microsoft.com/l/meetup-join/19%3am...	3:30pm - 3:45pm	The Urban Network: An Ecosystemic Framework f	Architecture
8	https://teams.microsoft.com/l/meetup-join/19%3am...	10:15am - 10:30am	3D Modeling and Scanning of Archaeological Artifi	Art & Design
9	https://teams.microsoft.com/l/meetup-join/19%3am...	10:30am - 10:45am	Heka Deck: Magic in Ancient Egypt & How it Has	Art & Design
10	https://teams.microsoft.com/l/meetup-join/19%3am...	2:45pm - 3:00pm	Activated Carbon Pore Expansion using Acidic Hy	Chemistry & Bioc
11	https://teams.microsoft.com/l/meetup-join/19%3am...	9:30am - 9:45am	Crystallography of Inhibitor Vertebrate Lysozyme (Chemistry & Bioc
12	https://teams.microsoft.com/l/meetup-join/19%3am...	2:30pm - 2:45pm	Development of an Antibiotic Treatment for Pseud	Chemistry & Bioc
13	https://teams.microsoft.com/l/meetup-join/19%3am...	4:00pm - 4:15pm	Inhibition of Glutathione Peroxidase	Chemistry & Bioc
14	https://teams.microsoft.com/l/meetup-join/19%3am...	2:00pm - 2:15pm	Investigating Cathode Dissolution by Homogenous	Chemistry & Bioc
15	https://teams.microsoft.com/l/meetup-join/19%3am...	4:15pm - 4:30pm	Oxygen Environment-Dependent Modulation of Gr	Chemistry & Bioc
16	https://teams.microsoft.com/l/meetup-join/19%3am...	3:00pm - 3:15pm	Probing Structure and Energetics of Proton-Bound	Chemistry & Bioc
17	https://teams.microsoft.com/l/meetup-join/19%3am...	2:00pm - 2:15pm	Solid-State Redox Synthesis of Layered Bimessite	Chemistry & Bioc
18	https://teams.microsoft.com/l/meetup-join/19%3am...	11:00am - 11:15am	Synthesis of tert-Butyl(5-(2-iodoethyl)-2-methoxy	Chemistry & Bioc
19	https://teams.microsoft.com/l/meetup-join/19%3am...	3:30pm - 3:45pm	Theoretical Study on the Isomerization and Detect	Chemistry & Bioc
20	https://teams.microsoft.com/l/meetup-join/19%3am...	3:30pm - 3:45pm	A Special Slab-Wall Connection in Post-Tensioned	Civil & Constructi
21	https://teams.microsoft.com/l/meetup-join/19%3am...	4:00pm - 4:15pm	Analysis and Characterization of Microplastics in	Civil & Constructi
22	https://teams.microsoft.com/l/meetup-join/19%3am...	3:00pm - 3:15pm	Using Comprehensive Finite Element Analysis to	Civil & Constructi

b. In the PDF, search for your name and click “Join now” under your title.

Assessment of Bacterial Communities in Soils with Different Levels of Lead (Pb)

Poster Presentation - [Join now.](#)

3:00pm-3:15pm

Undergraduate Student(s): Jake Smith

Research Mentor(s): Thomas McElroy, Sigurdur Greipsson, Marina Koether

The link for your session is yours and yours alone. You should feel free to practice with it any time before your session. Invite friends and family to your practice session so they can give you feedback.

- As the presenter, you should enter your session at least 10 minutes early. You should create a title slide so when attendees join your session, they know they are in the right place. A sample title slide is pasted to the right, but feel free to be creative and make the title slide your own. We also have a sample at the Symposium website for you to download.

Attitudes Toward a Virtual Symposium: Positive or Very Positive?

Scrappy T. Owl, Department of Greatness
Research Mentor: Sally A. Jones

Welcome!
Please stand by. This event will start at **INSERT TIME.**
Please mute your microphone once entered into the meeting.

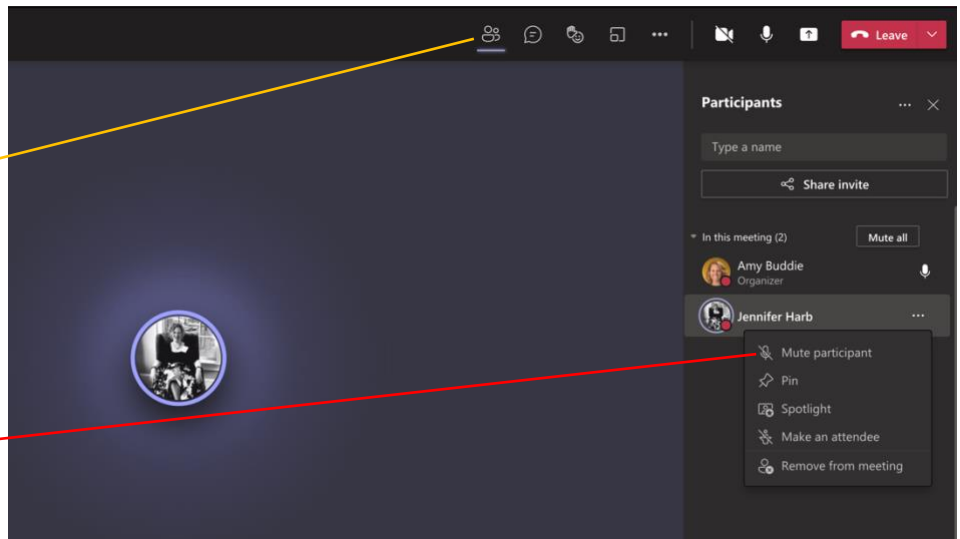


**FALL SYMPOSIUM OF
STUDENT SCHOLARS
VIRTUAL EDITION
DECEMBER 3, 2020**



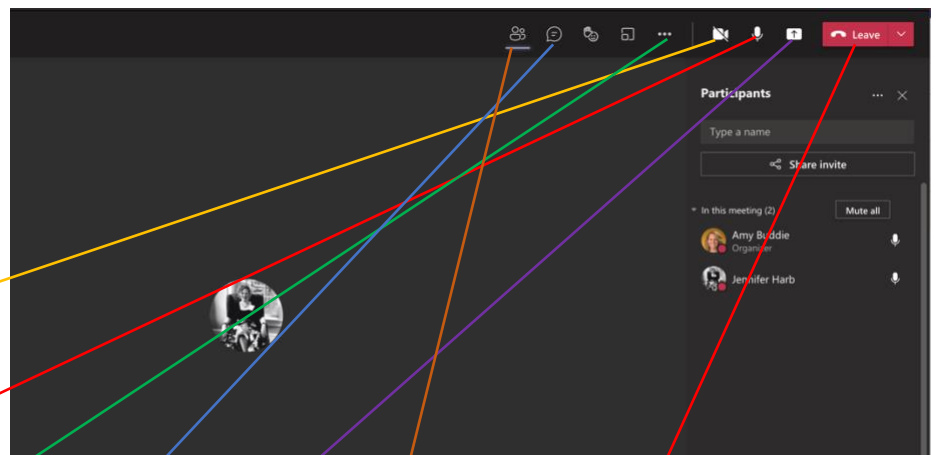

4. Below are instructions on how to “mute” an attendee:

- a. Click “Show participants.”
- b. If you have an audience member making noise and not muting, you can mute them yourself here.



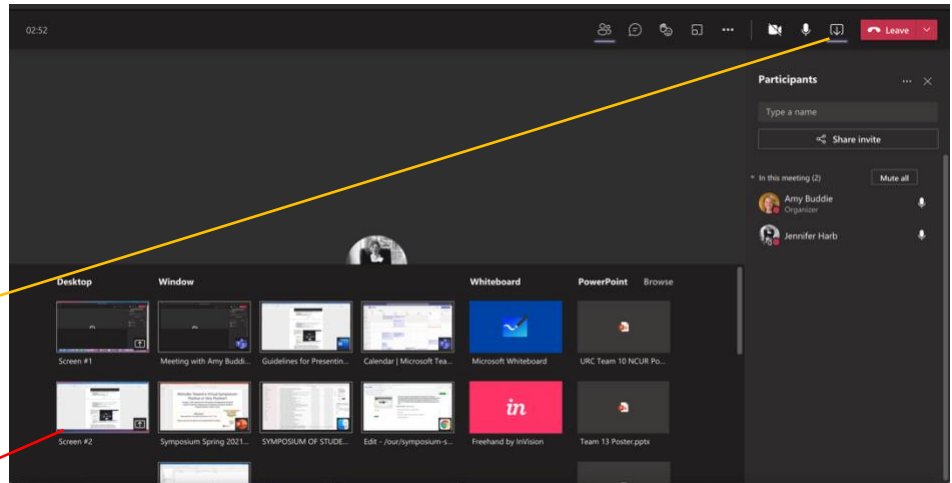
5. Below are some of the main functions in Teams

- a. **The Camera icon:** Turns on or off your camera. It is up to you if you would like your face visible as a presenter.
- b. **The Microphone icon:** Turns on and off your microphone.
- c. **The Box and Arrow icon:** Shares your screen.
- d. **The Three Dots icon:** Brings up other options (e.g., “Full screen,” “Device settings,” “Start recording”).
- e. **The Speech Bubble icon:** Brings up the chat, where you and attendees can write comments/questions.
- f. **The Two People icon:** Brings up the participant list.
- g. **The Red Phone Receiver icon:** Hangs up on this particular session.



6. If you are showing any visuals, like a PowerPoint presentation or a poster, you will want to share your screen with attendees so they can follow along.

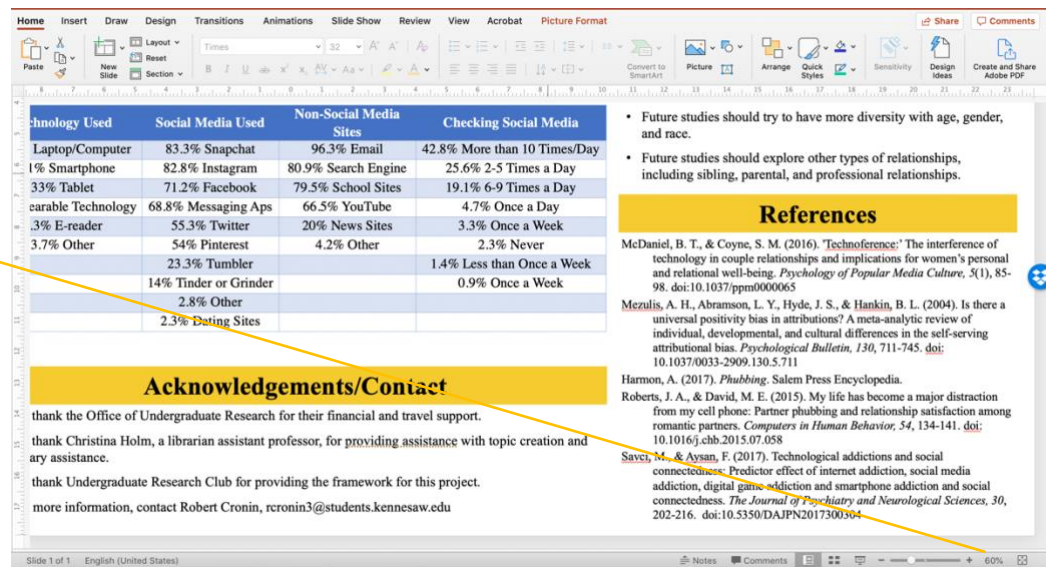
- a. First click the box with an arrow in it.
- b. Then click the screen you'd like to show under "Desktop."



- c. Have everything else closed on your computer except your presentation so that attendees don't see other things like your email, other work you are doing, etc.

7. You are now ready to begin your presentation once your designated time arrives. All presentations (oral presentations or posters) have been allotted 15 minutes. Because each presentation has a unique code, you are welcome to chat with attendees for longer than 15 minutes, but be aware that some attendees will have to leave to attend another session (don't take that personally). We recommend that you take no longer than 12 minutes for your presentation, leaving 3 minutes for questions. The shorter your presentation, the more you can discuss with attendees.

8. A tip for poster presenters: The poster will be impossible to read unless you zoom in at least **60%** and navigate to the sections you're discussing. We recommend using at least **32-point font** for all sections of the poster, including all graphs and tables, so that remote attendees can see everything clearly.



9. A tip for group presentations: One person (the lead presenter) should share their screen with the presentation. Other presenters should join the session and can talk at their assigned time (don't forget to un-mute your microphone before talking). It is up to the other presenters if they would like to have their video on or not. Assign one person in the group to monitor the chat in case

attendees type questions rather than ask them verbally. Assign one person in the group to monitor the time so you don't go past your 15 minutes.

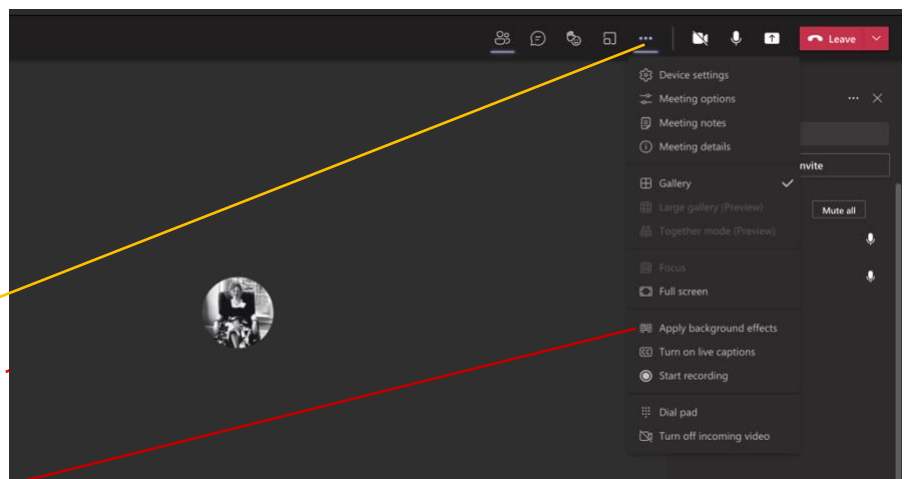
10. Other tips

- a. Practice presenting with friends/teammates so you are comfortable with the technology.
- b. Make sure the space you are in is quiet. If you are outside, the audience will hear birds and lawn mowers. If there is music in the background, we will hear it.
- c. Check your internet connection prior to your presentation – if possible, do your presentation in a place with reliable internet so you don't break up during the presentation.

- d. If you use the camera and therefore have your face visible, check the background to make sure it is not distracting. You can blur the background or use a fake background so you are the focus.

- i. Click on the three dots.

- ii. Then click "Apply background effects."



11. Please do not hesitate to reach out if you have specific questions. The Office of Undergraduate Research (our@kennesaw.edu) is here to help. Immediate questions regarding technology are best directed to UITS: <https://uits.kennesaw.edu/>. Thank you!