Toolkit for Virtual Sessions and Presentations

Thank you for all of your hard work to prepare for the 2020 UWF Student Scholars Symposium and Faculty Research Showcase and for your willingness to help the Office of Undergraduate Research (OUR) make the transition to a virtual conference platform. The following guidelines are the OUR’s quick collection of best practices for transitioning your presentation to a virtual format. Below please find information on platforms available, different options for session structure, and preparation suggestions.

Whatever options you and your participants choose, OUR highly recommends doing a test-run with your participants before your session to troubleshoot any audio/visual problems.
Logistics

The UWF Student Scholars Symposium and Faculty Research Showcase is on Thursday, April 16, 2020, and will take place on Twitter, Facebook, and Instagram.

Social Media 101

1. Decide which social media platform (Twitter, Facebook, or Instagram; or all three) you want to share your presentation.
2. You might want to consider making your account public for the day so that you reach a broader audience.
3. Remember to tag OUR @uwf_our and use the hashtags #UWF_SympoGoesVirtual and #uwfscholars20 so we can share and archive your posts.
4. Not on Twitter, Facebook, or Instagram? Follow the directions below to set-up your account.
   a. Signing up with Twitter
   b. Facebook: Creating an Account
   c. Instagram: Creating an Account and Username
5. Don’t have or use social media? That’s okay! Send your presentation to OUR (email our@uwf.edu), and we will post on your behalf.

Connect

We encourage you to follow OUR’s social media pages. You may also want to seek out your research partner’s social media pages, your faculty mentor’s pages, or your department and college pages (e.g., @uwfhmcse, @UWF.CASSH, @UWFCOB, @UWF.COH, @CEPS.UWF). Following them on social media will allow a more extensive presence and a larger audience. With each post, make sure to continue using the hashtags #UWF_SympoGoesVirtual and #uwfscholars20.

Prepare

We are excited for you to engage with our virtual Symposium and celebrate your achievements, along with your fellow classmates, faculty, and the UWF community on Thursday, April 16, 2020. In this tough time, you may have lost the ability to celebrate your hard work and research. We hope that the virtual Symposium, while not ideal, shows you and our community how impactful research and creative project participation can be. Let’s all show a little Argo - we can overcome obstacles and focus on celebrating our achievements!
Here are some ways you can participate:

1. Post a virtual poster
2. Post a narrated poster presentation
3. Join one of the live special sessions scheduled on Google Hangouts or Zoom (oral presentation, discussions, artistic productions).

OUR created two guides to help students and faculty prepare to present and share their work. To post a virtual poster or narrated poster or project presentation follow, [How to Present your Poster or Other Project](#). To join one of the live sessions scheduled, visit the OUR website for a schedule and links to access the sessions or follow OUR on Twitter or Instagram for links and information.

Some ideas on how to share your research:

**Impact Post:**
Send a thank you or “shout out” to the people and places that supported your journey. In these strange times, share some positivity by posting a thank you to those that inspired or helped with your research or creative project. A simple thank you, can go a long way! Make sure to tag the person or group that you want to thank.

**Summary of your (complete or incomplete) project:**
Some may not have the opportunity to complete their research or project, and that is okay!! Share an image or summary of work that you were able to do and what you expected to get out of it. Or share what inspired you to begin your research project. You can also share how research has impacted you thus far and what you expect to get out of it when you project resumes.

**Symposium Day**

On April 16, 2020, we encourage you to post on Twitter, Facebook, and Instagram using the #UWF_SympoGoesVirtual and #uwfscholars20 and tagging OUR @uwf_our so we can see and share the success of your accomplishments.

We encourage lots of interactions and possible questions that you may get once you post your presentation. Here are some best practices provided by the Council of Undergraduate Research, and ways to interact with others via your social media platforms:

**Best Practice Tip:** Be careful with your words. Do not post anything you wouldn’t say to your future employer, faculty advisor, or your parents. The image you portray in this virtual experience is something that is going to stay on the internet forever. We want this to be a joyous experience with celebration. Make sure to keep the mood light and from the heart.
**Best Practice Tip**: Have back up help. If you are posting something on your research or in regards to another’s research, you may get questions. Be mindful of giving credit by tagging the person if the research doesn’t belong to you. If it’s your own research, you may find it helpful to make additional slides or a video of yourself explaining your research in more depth. You can always post these in the comments/reply section.

**Interactions**: Positive Feedback Like and respond to the comment to acknowledge you saw their comment. A simple, “This is great!” or “Thank you!” still deserves acknowledgment. Interactions: Misinformed/Inaccurate Feedback If someone posts a comment with which you disagree, you can counter their statement with factual, source-backed research of your own or a reference to an already-published study. Just be sure to do so respectfully so you’re setting the right tone.

**Interactions**: Inappropriate Comments, you can mute inappropriate comments so your other followers won’t see it. You can also block the user from following you. On any platform, do not engage in any discussion with someone posting inappropriate comments. Please also report this person to OUR and to the social media help center.

**Post-Symposium**

We hope the virtual Symposium is memorable and you were able to share your accomplishments as well as support your fellow presenting Argos.

If you posted your research, make sure you get the acknowledgment you deserve. Work with your faculty mentor to ensure you correctly cite and add a canceled conference (Symposium) presentation to your CV.

OUR will archive all posted presentations to a virtual exhibit. Check the OUR website and social media for more details and to see all the presented Symposium work.