



7 RIVERS

UNDERGRADUATE RESEARCH SYMPOSIUM

Oral Presentations

- **Registration and Check-In:** All symposium attendees should plan to check-in between 9am and 10:10am in the Fine Arts Center Atrium (facing Jackson St) to pick up a nametag and Quick Reference document. We will communicate any last-minute schedule changes here. Those giving oral presentations who have not already done so may upload their presentations to the Seven Rivers Symposium One Drive folder at this time.
- **Pre-Loading PowerPoint Presentations:** We will be asking all presenters using PowerPoint to upload their presentations to designated One Drive folders. To decrease the number of people needing to upload at registration, we are requesting those who are able to upload your PowerPoint presentations into the appropriate One Drive folder (i.e. if you are giving your presentation in RC 127, you should load your presentation into folder RC 127). Please note: you will **not** need to create an account to upload your presentation. To upload your presentation, please follow the following steps:
 1. Review the 2018 Seven Rivers Oral Presentation Room Schedule (attached to this email or online at www.viterbo.edu/sevenrivers) to determine your presentation room.
 2. [CLICK HERE](#) to upload the Seven Rivers 2018 One Drive link into your browser. Email sevenrivers@viterbo.edu if this link does not work for you.
 2. Click on your presentation room folder. Your room is listed on the schedule.
 3. Save your presentation in the folder designated for your presentation room.
 4. **Important: bring a back-up copy of your presentation to the Symposium on a flash drive.**

If you are not able to save your presentation to the One Drive prior to the Symposium, volunteers will be available to help you load your presentation from a flash drive onto the appropriate folder during registration.

- **Oral Presentation Timeframe:** Oral presentations are limited to 10-12 minutes with an additional 3-5 minutes for questions. The facilitator in your room will be helping to keep presentations on time. Thanks in advance for helping us stay on schedule!
- **Oral Presentation Awards:** We will give an award for outstanding oral and poster presentations. Winners will be announced at the Closing Reception (4:00-4:30pm) in the Fine Arts Center Main Theatre Lobby. Be sure to join us for cake, punch, music, socializing, and announcement of the award winners. The winners will be selected by faculty judges, will receive an award certificate and a Barnes & Noble gift certificate, and will be announced at roughly 4:15pm.
- **Symposium Materials:** The Seven Rivers Quick Reference, Full Abstract Book, Event Schedule, Award Info and Criteria, and much more are will be available on the Seven Rivers website at www.viterbo.edu/sevenrivers by the end of the week, after any necessary edits are made. Please note that we will have hard copies of the Quick Reference (with Event Schedule) available at check-in; all other documents will be available electronically.
- **Parking:** All Viterbo lots (except Lot R – see [Viterbo Campus Map](#)) are open to Seven Rivers participants. If you can't find a space in a Viterbo lot, you may park on the side streets (keeping in mind some streets have two-hour time limits – please abide by local traffic laws as posted).