



COLLEGE OF ARTS & SCIENCES UNDERGRADUATE SHOWCASE

Guidance for Presenting Work | Thursday, May 6, 2021

The College of Arts & Sciences is pleased to host an Undergraduate Showcase and provide you the opportunity to highlight and celebrate your research and creative activity.

PRESENTER'S TO DO LIST

Develop Your Presentation

Develop a poster, or some other electronic presentation, either following guidance from your professor or by using a template like that available online [here](#) (presenter information).

Whatever you prepare, you will display it via a screen share during your virtual presentation at the Undergraduate Showcase.

Technology Needs

You will need a computer with a webcam and microphone, and internet for your virtual presentation, as well as a UND Zoom account.

UND Zoom Account

Sign in to [UND.zoom.us](https://und.zoom.us) to create your UND Zoom account. Instructions are found online:

<https://und.edu/academics/ttada/academic-technologies/online-collaboration.html#zoom>

How to schedule a Zoom Meeting:

<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>

Practice Zoom Meeting

Confirm you can use Zoom and its screen share feature by scheduling a Meeting (in Zoom) and asking someone to connect with you as practice. Tips for how to screen share can be found online here: <https://support.zoom.us/hc/en-us/articles/201362153-Sharing-your-screen>.

If you have difficulties, email tanya.butler@UND.edu for questions. *Note: UND.Zoom.us automatically assigns a password to Meetings, you can leave this feature on or manually remove it when setting up your Meeting. It's up to you whether you want to use a password for your Meeting/session.*



Create Your Unique Meeting for Showcase Session

While signed in to your UND Zoom account, create the Meeting that will serve as your session during the Undergraduate Showcase on May 6. Be sure the Zoom Meeting time corresponds to the session time you signed up for when you registered for the showcase. Consider the appropriate settings for your Meeting. Information about hosting controls in a Zoom Meeting can be found online:

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

Share Your Meeting ID

Email your session specific Zoom Meeting ID (and password if applicable) to tanya.butler@UND.edu, with “showcase” in the subject line, by Tuesday, April 27 for inclusion in the Undergraduate Showcase program. You might also provide the Meeting ID (and password) to your professor for the course and anyone else you’d like to invite to join your session at the Undergraduate Showcase. *Note: for group presentations, only a single Meeting is required.*

May 6, Begin Early

On May 6, about 10 minutes prior to your session start time, start your Zoom Meeting and use screen share to display your presentation on the screen. Watch the Meeting; as participants join your Meeting, you may see they go in to a “waiting room” and you will need to allow them to join the Meeting. *Note: UND students, faculty and staff using their UND Zoom account should be able to join automatically.*

Participants will be able to view your screen and you (video), and if they choose, they will share their video with you as well. At this point, greet them and begin to discuss your project. Others may join the session at any point, so be prepared to accept requests and continue to discuss your project. If at any time you feel a participant is being inappropriate or disruptive during your Meeting, you have the ability to dismiss a participant from the Meeting. Tips for managing participants in a Zoom Meeting can be found online: <https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>.



THINGS TO KEEP IN MIND AS YOU PREPARE FOR YOUR SESSION

Be Professional

You should treat this as a professional presentation. Dress and conduct yourself as if you were giving this presentation in front of a class or in an in-person campus event.

Zoom Background

Find a comfortable place to set up your computer and verify that what is in the background is appropriate for a professional setting. A blank wall would be fine, or anything which does not include any distracting images or motions. If you are interested, there are some UND Zoom backgrounds available for download at: <https://campus.und.edu/brand/wallpapers.html> and instructions for using a virtual background can be found online: <https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>.

Be Prepared

You should plan to give a brief explanation of your project, feeling free to “point to” items on your screen using your mouse. Expect participants to ask questions. As new participants join, be ready to greet them and share your presentation with them. You can treat instances like this as if different people would be walking up to a poster you were presenting at a face-to-face event on campus.

Enjoy Yourself

Have fun! This is a chance to present something you’ve worked hard to complete, and is as much a celebration of an accomplishment as it is anything else. Keep in mind that you are the expert on your topic, and that you are very likely to know more about it than those in your audience. Help them get a sense of what makes your work interesting.

CONTACT

If you have questions, feel free to email tanya.butler@UND.edu any time.

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