

### Poster Guidelines

1. Go to <https://med.uc.edu/education/medical-student-education/research/home>
2. Use one of the 4 poster templates provided
3. Reference 2021 projects recognized for outstanding merit for examples of appropriate content and formatting.
4. Reference judge's rubric for judging criteria.
5. **Once poster is finalized and presentation recorded, email a copy of the poster (PPT or PDF) to [diana.mullenix@uc.edu](mailto:diana.mullenix@uc.edu).**

### Presentation Guidelines

1. Presentation length should be 5-7 minutes in length
2. Use the laser pointer tool as you are talking about specific sections of your poster
3. Zoom into the portion of the slide you are focusing on
  - a. Minimize the sidebar and collapse menu bar so your main slide is bigger
4. You will find useful tips to consider when crafting your recorded presentation here: <https://www.scientifica.uk.com/neurowire/tips-for-presenting-your-scientific-poster-at-a-conference>
5. Reference the 2021 Research and Service Symposium Kaltura Channel at <https://ucom.mediaspace.kaltura.com> for inspiration, especially those presentations recognized for outstanding merit. See Kaltura login instructions below to access.






### Presentation Recording with Kaltura


1. Go to <https://ucom.mediaspace.kaltura.com/>
2. Login via the "Guest" tab (use your UC issued 6+2 and password)
3. Once you are successfully logged in, select "+Add New", located in the right corner.
4. Under the "+Add New" drop down you will select "Kaltura Capture"
5. Download the "Kaltura Capture" software to your computer.
  - a. Kaltura Capture allows you to record your PowerPoint Presentation and records your audio.
6. Once Kaltura Capture is downloaded, please review this link: <https://kb.uc.edu/KBArticles/Kaltura-CVPPRec.aspx> for instructions on how to record your PowerPoint presentation and audio!
7. Once your presentation is recorded, upload and save it to Kaltura.
8. Go back to <https://ucom.mediaspace.kaltura.com/> and click on your name and go to My Media.
9. Find the recording and click on the video.
10. Under the Actions menu, click Edit.

Details Publish Options Collaboration Thumbnails Downloads Captions Attachments Timeline

Replace Media

Name:   
(Required)

Description: **Black** **Bold** *Italic* Underline     



The University of Cincinnati will celebrate commencement for 2020 spring and summer graduates with a virtual ceremony on Aug. 7 and 8. UC was among universities across the country that postponed commencement ceremonies in the wake of the COVID-19 pandemic. The university will acknowledge the work and dedication of more than 8,400 summer and spring graduates in the class of 2020. All are welcome to join UC's commencement on Friday and Saturday at [ucgrad20.provirtualevent.com](http://ucgrad20.provirtualevent.com).

Tags:

**Save** [Go To Media](#) [Delete Entry](#)

11. Title your video using the following format: Last name, first initial, title of project
12. In the “description box” under the poster slide/recording, copy and paste your abstract.
13. In the “tags” box type in the category type for your presentation. They are listed below.  
Category options include:
  - Basic Science
  - Clinical Medicine
  - Clinical Surgical
  - Service
  - Translational
  - Other
14. Click **Save & Upload**. It will save to your “My Media” – you may need to refresh this page or log out and log back in before you will see it.
15. Click on the edit pencil
  - a. On the "Publish" tab, select "Published" since the default selection is "Unlisted". After choosing "Published", the various channels should pop up – **post to the 2022 Research and Service Symposium Channel**. **Be sure to click Save**.
  - b. On the “Attachments” tab, upload a PDF version of your poster and **Save**.

For a more detailed tutorial of how to use and access Kaltura please visit: <https://kb.uc.edu/kbarticles/kaltura-landing.aspx>. You will find all instructions and informational videos on how to record your lectures.