

To: Members of the Center for Musculoskeletal Research

CMSR WEDNESDAY CENTER MEETING GUIDELINES & SCHEDULE

CADENCE:

- Every Wednesday from 8:30 am to 9:30 am
 - Speaker schedule will be determined quarterly in a rotating fashion of current trainees (i.e., presenters who presented twice in the previous semester will only present once in the current semester).
- Attached is the final Lab Meeting Schedule for the coming six months. **Please mark your scheduled presentation date on your calendar. It is the presenter's responsibility to resolve scheduling conflicts.**
 - **If a trainee is unable to present during scheduled time slot, she/he and the PI are responsible for finding a replacement.**
 - An open time slot is disrespectful to the people who come to the meeting.
- Please also remember, **ON TIME attendance at CMSR weekly lab meetings is compulsory.**

LOCATION:

- In-Person (**preferred and strongly encouraged**): Meetings are typically held in Class of '62, K-207, or Adolph Auditoriums. Specific location to be announced prior to each meeting.
- Zoom: <https://urmc.zoom.us/j/91688353658>

FORMAT:

- Each meeting consists of two or three presentations, each 12-15 minutes long, with 5-8 minutes for questions and discussion.
 - Presentations can focus on work-in-progress (including negative data and failed experiments and discussion of methodology and experimental direction).
 - Alternatively, the presentation can be more formal, comprised of a complete dataset that must include background, hypotheses, publication-quality data figures, interpretation of results and future directions. (i.e. data that is in preparation for publication).
- The previous week's presenters are required to introduce and evaluate the current week's presenting trainees.
 - These assignments are arranged in advance; the schedule is posted on the CMSR website, and an email reminder is sent.
 - Prior to the meeting, the previous week's presenters must contact their assigned presenting trainee to obtain a brief bio for their introduction
 - **If the introducing trainee cannot attend the meeting due to illness or unexpected personal/professional matters, they are responsible for sending the presenter's bio to Dr. Chia-Lung Wu and Katrina VanOrman prior to the start of the meeting. Dr. Wu and/or Katrina will introduce the speaker.**

PRE-MEETING INSTRUCTIONS:

- For meeting preparation, the presenting trainee's presentation title is due to Katrina VanOrman (Katrina_VanOrman@URMC.Rochester.edu) by **noon on Monday** of the presentation week. This will facilitate the updates of Center Website announcing the presenters and their titles (<https://www.urmc.rochester.edu/musculoskeletal-research/seminars/cmsr-weekly.aspx>).
- The final slides (Powerpoint slides are required) should be uploaded to <https://rochester.app.box.com/f/d4eaf821c4a64c7292868652f2b43a44> by **Tuesday at 5 pm** of the presentation week.

- NOTE: All reminder emails from Dr. Chia-Lung Wu, Katrina VanOrman, and CMSR administrators will be sent to your **URMC email address** only.
- Formal reviewers by group (PI and trainees) will be scheduled to provide comprehensive written feedback (feedback forms are provided). Assigned reviewers will receive a reminder email prior to each meeting.
- Faculty and trainee evaluations are required and should be completed promptly and directly emailed to the presenters with a copy to Katrina VanOrman.
- Presenters and student moderators **MUST be in the conference room at least 10 minutes ahead of the meeting start time** to confirm if your slides can run smoothly, including videos, if any. (Note: please **DO NOT** play your slides from the Box; download the file to the computer for a smooth presentation.)
- Presenters **MUST bring their own laptops and have required adaptors ready for HDMI if needed** in case the computer in the conference room is not working.
 - NOTE: K-207 Auditorium's computer has difficulty showing videos in slides. If you have videos in your slides, please be ready to use your own laptop for presentation and have Zoom ready.
- Presenters must be able to present even **without** "Presenter View" from the Powerpoint. If you really need notes for your presentation, please print them out ahead of time.

EXPECTATIONS:

Mentees

- Meet with their mentor/PI to decide which presentation format will be chosen (i.e., work in progress vs. formal) and enlist help to assemble the slides.
- Ensure presentation (without interruption) does not exceed 15 mins.
- Present slides that align with 'dirty data' or 'polished presentation' formats as dictated by current research/progress requirements.
- Identify potential conflicts that precludes presenting on assigned day once the schedule is released and switch dates with another trainee as soon as possible.
- Attend at least 70% of the CMSR Wednesday Center Meetings over the prior year (July 1st – June 30th) to be eligible to compete for CMSR Symposium Rosier Awards and T32 Trainee slots.
 - **NOTE: Only in-person participation counts toward the 70% minimum attendance requirement.** Attendance records will be kept up-to-date by Katrina VanOrman. Please follow the COVID-19 guidelines posted by the UR: <https://www.rochester.edu/coronavirus-update/health-and-safety/>

Mentors (PIs)

- Mentor trainees in preparation of presentations.
- Ensure trainees are aware of the two different types of presentation formats (dirty data and polished talks – e.g., data ready for publication).
- Encourage trainees to be engaged by asking good questions.
- Coach trainees on how to ask questions professionally.
- Coach trainees on how to perceive feedback.
- Review the Center Meeting schedule to identify students who may not be present to participate.
- Be aware of when their trainees are presenting and notify administration of open spots.

All Center Members

- Punctual attendance is required of all Center members at all CMSR Wednesday Center Meetings.
- Professional etiquette is tantamount to ensure constructive discussions.

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Katrina VanOrman
Katrina_VanOrman@URMC.Rochester.edu

CMSR Center Meeting Schedule January-June 2024

01/10/2024	Kiana Chen
	Brian Wise
	Kevin Ling
01/17/2024	Katya McDonald
	Chiao Yun Chen
	Paromita Kundu
01/24/2024	Joe Bucukovski
	Levy Sominsky
	Yaxin Zhang
01/31/2024	ORS Practice – Ella Sowah
	ORS Practice – Gourango Pradhan
	ORS Practice – Presenter TBD
02/07/2024	ORS (no CMSR meeting)
02/14/2024	Kevin Lee
	Cih-Li Hong
	Xingyu Jing
02/21/2024	Jeff/Sue – Lab Refresher
	Lauren Benoodt (GRC Presentation)
02/28/2024	Isabelle Linares
	Sashank Lekkala
	Yue Peng
03/06/2024	Sandra Castillo Aguirre
	Nick James
	Eliya Tashbib
03/13/2024	Himanshu Meghwani
	Xiang Tang
	Chen Yu
03/20/2024	Melissa MacLiesh
	Rajkumar Govindan
	Michael Klaczko
03/27/2024	Youliang Ren
	Zach Sechrist
	Christina Kaszuba
04/03/2024	Alyson March
	Alanna Klose

04/10/2024	Melanie Perkins
	Victor Zhang
	Haiyin Li
04/17/2024	Azmeer Sharipol
	Gourango Pradhan
	Amal Khan
04/24/2024	Manohar Koduri Veera Venkata
	Noah Salama
	Sarah Catheline
05/01/2024	Celia Soto
	Gil Smolyak
	Emily Quarato
05/08/2024	Andrew Rodenhouse
	Eloise Fadiat
	Matt Byrne/Miranda Chacon
05/15/2024	Ella Sowah
	Jabea Cyril Ekabe
05/22/2024	Renaee Duncan
	Gulzada Kulzhanova
	Samantha Muscat
05/29/2024	Kiana Chen
	Brian Wise
	Katya McDonald
06/05/2024	Chiao Yun Chen
	Paromita Kundu
	Joe Bucukovski
06/12/2024	Levy Sominsky
	Cih-Li Hong
	Kevin Lee
06/19/2024	Juneteenth (no CMSR meeting)
06/26/2024	Xingyu Jing
	Isabelle Linares
	Justin Jablonski