To: Members of the Center for Musculoskeletal Research

LAB MEETING GUIDELINES

We will meet Wednesdays from 8:30 am to 9:30 AM on Zoom unless otherwise noted. The meeting will include two presentations, each 20 minutes long, with 10 minutes for questions and discussion. Presentations can be focused 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). For preparation of the presentation, Center members must meet with their PI to decide which format will be chosen (work in progress versus formal) and to assemble the slides. The presentation title is due to Kristin Smith (kristinm_smith@urmc.rochester.edu) by noon the prior Friday. 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 (as always, Powerpoint slides are required) must be left on the Center laptop.

Format
- Two speakers/WIP
- 12-15 minute talks (aligns well with conference talk lengths, and allows ample time for questions and discussion)

Schedule
- Speaker schedule will be determined quarterly in a rotating fashion of current trainees.
- NEW: Formal reviewers by group (PI and trainees) will be scheduled to provide comprehensive written feedback (feedback forms).
- Trainees assigned for reviews will also moderate the WIP presentations for that day.

Expectations
Mentees
- Enlists mentors to help in preparation of their presentations.
- Ensures presentation (without interruption) does not exceed 15 mins.
- Aligns with 'dirty data' or 'polished presentation' formats as dictated by current research/progress requirements.
- Identifies potential conflicts that precludes presenting on assigned day once the schedule is released and switches dates with another trainee as soon as possible.
- Attendance at 70% of WIP meetings over the prior year is required for eligibility to compete for Symposium Rosier Awards and T32 Trainee slots.
- Student Evaluators will be required to ask the presenter one question regarding their presentation/science.

Mentors (PIs)
- Mentors trainees in preparation of presentations.
- Ensures trainees are aware of the two different types of presentation formats (dirty data and polished talks – e.g., data ready for publication).
- Coaches trainees on how to perceive feedback.

All Center Members
- Punctual attendance is required of all center members at all WIP meetings.
- Professional etiquette is tantamount to ensure constructive discussions.

- Feedback forms are provided with the expectation they will be filled out by audience members to improve the speaker's performance in subsequent presentations.

Attached is the final Lab Meeting Schedule for the coming 6 months. Please mark your scheduled presentation date on your calendar. It is the presenter's responsibility to resolve scheduling conflicts.

If you cannot present on your scheduled time slot, please find a substitute by yourself or your PI, and notify me at least one week in advance, otherwise your PI will be required to present instead of you.

An open time slot is disrespectful to the people that come to the meeting.
Please also remember, ON TIME attendance at CMSR weekly lab meetings is compulsory.

Calvin L. Cole
Calvin_Cole@urmc.rochester.edu

Date	Name		Date	Name
1/6/2021	Ming Yan		4/14/2021	Nick James
	Dorothy Xiao			Yuko Kawano
1/13/2021	Jiatong Liu		4/21/2021	Brian Wise
	Celia Soto			Hiroki Kawano
1/20/2021	Kevin Schilling		4/28/2021	Alyson March
	Mark Kenney			Mark Kenney
1/27/2021	Rubens Sautchuk		5/5/2021	Samantha Muscat
	Antonion Korcari			Xin Liu
2/3/2021	David Fraser		5/12/2021	Amy Phan
	Yugo Morita			Meghan O'Neil
2/10/2021	Albert Bae		5/19/2021	Arvind Srivatsava
	Keshia Mora			Marlin Myers
2/17/2021	Emily Quarato		5/26/2021	Ming Yan
	Jess Ackerman			Kathy Escalera-Rivera
2/24/2021	Kiana Chen		6/2/2021	Dorothy Xiao
	Xi Lin			Ihab Al-Atawneh
3/3/2021	Clyde Overby		6/9/2021	Noah Salama
	Melissa MacLiesh			Olivia Lynch
3/10/2021	Chunmo Chen		6/16/2021	Rubens Sautchuk
	Rahul Alenchery			Antonion Korcari
3/17/2021	Elysia Masters		6/23/2021	David Fraser
	Chen Yu			Joe Majeski
3/24/2021	Sayantani Basu		6/30/2021	Albert Bae
	Raquel Ajalik			Keshia Mora
3/31/2021	Owen Smith			
	Alex Kotelsky			
4/7/2021	Christine Massie			
	Anne Nichols			