

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

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7/7/2021	JULY 4 TH HOLIDAY
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7/14/2021	Celia Soto
	Emily Quarato
7/21/2021	Kiana Chen
	Jess Ackerman
7/28/2021	Xi Lin
	Clyde Overby
8/4/2021	Chunmo Chen
	Raquel Ajalik
8/11/2021	Chen Yu
	Sayantani Basu
8/18/2021	Rahul Alenchery
	Alexander Kotelsky
8/25/2021	Christine Massie
	Anne Nichols
9/1/2021	Nick James
	Yuko Kawano
9/8/2021	Brian Wise
	Hiroki Kawano
9/15/2021	Alyson March
	Ming Yan
9/22/2021	Dorothy Xiao
	Jiatong Liu

9/29/2021	Kevin Schilling
	Mark Kenney
10/6/2021	Rubens Sautchuk
	Antonion Korcari
10/13/2021	David Fraser
	Albert Bae
10/20/2021	Kathy Escalera-Rivera
	Samantha Muscat
10/27/2021	Jared Mereness
	Raquel Ajalik
11/3/2021	Arvind Srivatsava
	Ihab Al-Atawneh
11/10/2021	Yue Peng
	Motoo Saito
11/17/2021	Chiao Yun Chen
	Joe Majeski
11/24/2021	THANKSGIVING HOLIDAY
	THANKSGIVING HOLIDAY
12/1/2021	Meghan O'Neil
	Victoria Hansen
12/8/2021	Sandra Castillo Aguirre
	Matthew McArthur
12/15/2021	Noah Salama
	Brandon Dexter