

To: Members of the Center for Musculoskeletal Research

CMSR WEDNESDAY CENTER MEETING GUIDELINES

We will meet Wednesdays from **8:30 am to 9:30 am** in the designated conference zoom. The meeting will include 2-3 presentations, each 12-15 minutes long, with 5-8 minutes for questions and discussion. Please attend in person, but if you are unable to, a Zoom link is also provided. For preparation of the presentation, the 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. Please note that all reminder emails from Ms. Katrina VanOrman, CMSR administrators, and me will be sent to your **URMC email address** only.

Format

- 2-3 speakers/meeting.
- 12-15 minute talks (aligns well with most conference talk lengths, and allows ample time 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).
- Presenters must meet with their PI to decide which format will be chosen (i.e., work in progress vs. formal) and to assemble the slides.
- 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. Please download the file to the computer so you can have a smooth presentation).
- Presenters **MUST bring your own laptops and have required adaptors ready for HDMI if needed** in case the computer in the conference room is not working.
- 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.

Schedule

- Speaker schedule will be determined quarterly in a rotating fashion of current trainees.
- Formal reviewers by group (PI and trainees) will be scheduled to provide comprehensive written feedback (feedback forms will be provided).
- Trainees assigned to present in a week are required to introduce and evaluate trainees the following week
- Faculty and trainee evaluations are required and should be directly emailed to the presenters with a copy to Katrina VanOrman promptly.

Expectations

Mentees

- Enlist mentors to help in preparation of their presentations.
- Ensure presentation (without interruption) does not exceed 15 mins.
- Presentations 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 switches dates with another trainee as soon as possible.

- Attendance at least 70% of the CMSR Wednesday center meeting over the prior year (July 1st – June 30th) is required for eligibility to compete for CMSR Symposium Rosier Awards and T32 Trainee slots (Note: **only in person counts for 70% attendance** and attendance 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 Center Meeting schedule to identify students who may not be present to participate.
- Have awareness 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 meeting.
- Professional etiquette is tantamount to ensure constructive discussions.

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 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 that come to the meeting.

Please also remember, **ON TIME attendance at CMSR weekly lab meetings is compulsory.**

Chia-Lung Wu, Ph.D.

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CMSR Lab Meeting Schedule July-December 2023

7/12/2023	Kiana Chen
	Brian Wise
	Amal Khan
7/19/2023	Himanshu Meghwani
	Ella Sowah
	Emily Quarato
7/26/2023	Jeff Fox
	Tiffany Robinson
8/2/2023	Chiao Yun Chen
	Chen Yu
	Rahul Alenchery
8/9/2023	Lindsay Schnur
	Jabea Cyril Ekabe
	Kevin Ling
8/16/2023	Paromita Kundu
	Joe Bucukovski
	Levy Sominsky
8/23/2023	Yaxin Zhang
	Isabelle Linares
	Sashank Lekkala
8/30/2023	Cih-Li Hong
	Kevin Lee
	Xingyu Jing
9/6/2023	Yue Peng
	Sandra Castillo Aguirre
	Nick James
9/13/2023	Eliya Tashbib
	Sukhee Lee
	Sarah Catheline
9/20/2023	Melissa MacLiesh
	Rajkumar Govindan
9/27/2023	Hayley Miller
	Youliang Ren
	Zach Sechrist

10/4/2023	ASBMR Practice
	ASBMR Practice
	ASBMR Practice
10/11/2023	Sue Liebelt & Jeff Fox – Lab Refresher
	Kristina Kaszuba
	Alyson March
10/18/2023	Melanie Perkins
	Ming Yan
	Azmeer Sharipol
10/25/2023	CMSR symposium
	CMSR symposium
	CMSR symposium
11/1/2023	Haiyin Li
	Alanna Klose
	Noah Salama
11/8/2023	Victor Zhang
	Gourango Pradhan
	Brian Wise
11/15/2023	Jiatong Liu
	Amal Khan
	Himanshu Meghwani
11/22/2023	Thanksgiving holiday
	Thanksgiving holiday
	Thanksgiving holiday
11/29/2023	Renae Duncan
	Rahul Alenchery
	Celia Soto
12/6/2023	Emily Quarato
	Tiffany Robinson
	Eloise Fadial
12/13/2023	Ella Sowah
	Dylan Greif
	Jabea Cyril Ekabe
12/20/2023	Chen Yu
	Gulzada Kulzhanova
	Samantha Muscat