Undergraduate Research and Artistry Day (URAD)
General Guidelines for Presenters/Attendees

How to prepare for URAD?
Most students are new to events such as URAD. It's an exciting event full of energetic people who care deeply about the topics and projects they're discussing—that's what makes it so fun! It can also be overwhelming as a first-time presenter/attendee. Read more about ways to prepare and what to expect during the day of the event below:

Presenters:
- Practice and rehearse your speech.
- Know your material thoroughly.
- DO NOT read from your notes or your poster board for any extended length of time.
- Remember the small details you may have left out of the poster.
- Look pleasant, enthusiastic, confident, proud (but not arrogant), and remain calm.
- Speak slowly, enunciate clearly, and show appropriate feeling and emotion relating to your topic.
- Present your material in a format similar to a written research paper
  - INTRODUCTION (thesis statement)
  - BODY (strong supporting arguments, accurate and up-to-date information)
  - CONCLUSION (re-state, summarize, and logical conclusion).
- Use this opportunity as a practice for an actual professional or academic presentation.

Attendees:
- If you see a presenter without an audience, don't just stand there—go find out about that project.
- When you approach a display or poster presentation, introduce yourself and ask the presenter to explain the project.
- Ask questions especially if the project is about a subject that is new to you. Your questions could just be about how the presenter got involved or what the next steps would be.
- Thank the presenter for telling you about the project.

What should I wear?
If you're presenting at URAD, we'd recommend dressing up a bit—go with a business casual outfit. When you look good, you usually feel good going into your presentation.

If you're attending as an audience member then you can dress casually.

When should I arrive?
If you're presenting at URAD, make sure to arrive 20-30 minutes early prior to the start of your session, so you can check-in (bring NIU OneCard), locate your poster, prepare, and still have time to look at the program booklet. As you plan your schedule for the day, make sure to build in some buffer time before your presentation so that you can do any last-minute talk practice or relaxation that you may need. Plan some time to check out other work completed by your peers at CES and URAD.

If you're attending as an audience member, we recommend arriving 10 minutes early so you can be sure to find all the locations and take a quick glance at the program booklet. Mark posters, performances, and exhibits that you want to be sure to check out. This will help you keep your schedule straight as the day goes on.