To: Members of the Center for Musculoskeletal Research

CMSR WEDNESDAY CENTER MEETING INFORMATION & GUIDELINES

CADENCE:

➢ Every Wednesday from 8:30 to 9:30 am
- Speaker schedule will be determined semiannually 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 – July to December 2024. **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" (Starting in July 2024): All are expected to attend in person.** Meetings are typically held in Class of '62, K-207, or Adolph Auditoriums; the specific location will be announced prior to each meeting.

➢ **Zoom link will only be provided to PIs.** At their discretion, PIs will determine if their trainees are permitted to attend the meeting via Zoom due to illness or unexpected personal/professional matters.

FORMAT:

➢ Each meeting consists of two or three presentations, each 12-15 minutes long, with 5-8 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).

➢ 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 Katrina VanOrman, CMSR administrators, and Chia-Lung Wu 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 reveiwers will receive a reminder email prior to each meeting.

- Faculty and trainee evaluations are required and <u>should be completed promptly and emailed directly to the presenters with a copy to Katrina VanOrman</u>.

- Presenters and student moderators **MUST be in the conference room <u>at least 10 minutes</u> 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 Box. Please download the file to the computer to ensure 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: <u>K-207 Auditorium's computer has difficulty showing videos in slides</u>. 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 **<u>without</u>** "Presenter View" from the Powerpoint. If you really need notes for your presentation, please print them out ahead of time.

EXPECTATIONS:

Mentees
- Meet with mentor/PI to decide which presentation format will be chosen (i.e., work in progress vs. formal) and enslist help to assemble the slides.
- Ensure presentation (without interruption) does not exceed 15 minutes.
- 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.

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 Meetings.
- Professional etiquette is tantamount to ensure constructive discussions.

Chia-Lung Wu, Ph.D.   Katrina VanOrman
Chia-lung_Wu@URMC.Rochester.edu   Katrina_VanOrman@URMC.Rochester.edu

CMSR Center Meeting Schedule
July - December 2024

DATE	PRESENTERS
07/03/2024	**No Meeting – Independence Day Holiday**
07/10/2024	Chia-Lung Wu – Introduction
	Yue Peng
	Sashank Lekkala
07/17/2024	Anne Nichols/ Gowrishankar Muthukrishnan – CMSR Community Standards
	Sandra Castillo Aguirre
	Katherine Escalera-Rivera
07/24/2024	Himanshu Meghwani
	Zach Sechrist
	Sarah Catheline
07/31/2024	Eliya Tashbib
	Bei Liu
	Adam Tyrlik
08/07/2024	**No Meeting – GRC - MSK**
08/14/2024	Cheng Xiang
	Alyson March
08/21/2024	Victor Zhang
	Brooke Wise
	Chunmo (Mary) Chen
08/28/2024	Rajkumar Govindan
	Haiyin Li
	Emily Quarato
09/04/2024	Kevin Ling
	Chen Yu
	Kevin Lee
09/11/2024	Dylan Greif / Mumin Sabha
	(Jabea) Cyril Ekabe
	Nick James
09/18/2024	ASBMR Practice – Presenter TBD
	ASBMR Practice – Presenter TBD
	ASBMR Practice – Presenter TBD
09/25/2024	**No Meeting - ASBMR**

DATE	PRESENTERS
10/02/2024	Ken Yasaka
	Gulzada Kulzhanova
	Paromita Kundu
10/09/2024	Katya McDonald
	Tony Yosick
	Levy Sominsky
10/16/2024	**No Meeting – CMSR Symposium**
10/23/2024	Cih-Li Hong
	Samantha Muscat
	Alanna Klose
10/30/2024	Yaxin Zhang
	Renae Duncan
	Brian Wise
11/06/2024	Jun Wu
	Melanie Perkins
	Eloise Fadial
11/13/2024	Chiao Yun Chen
	Yue Peng
	Sashank Lekkala
11/20/2024	Isabelle Linares
	Sandra Castillo Aguirre
	Zach Sechrist
11/27/2024	**No Meeting – Thanksgiving Holiday**
12/04/2024	Zhewen (Kevin) Li
	Arvind Srivatsava
	Eliya Tashbib
12/11/2024	Xiaojie Xing
	Alex Mathewson
	Katherine Escalera-Rivera
12/18/2024	Himanshu Meghwani
	Sarah Catheline
	Bei Liu
12/25/2024	**No Meeting – Christmas Holiday**