



## Instructions for Judges- Poster and Oral Presentations

**Thank you for your interest in serving as a judge on April 11, 2024, for the 2<sup>nd</sup> Annual MSUCOM (Michigan State University College of Osteopathic Medicine) Research Day.** Your ability to score the scholarly work and provide all trainees with useful and constructive feedback as judges will be crucial to the success of this event. A panel of two to four judges will be assigned to score each poster or oral presentation, and mean scores across all judges will be used to determine winners and award presentation prizes.

### Before Research Day

- To volunteer as a Research Day Judge, please respond to the [Judges Invitation form](#) before the deadline of February 22, 2024.
  - [CME disclosure forms](#) are due Feb 22, 2024.
  - **MSU-employed faculty/staff judges requesting travel reimbursement** must submit a Pre-Authorization Concur Travel Request by April 4, 2024.
  - You need to **self-register** for the event here: <https://www.eventbrite.com/e/2nd-annual-msu-college-of-osteopathic-medicine-research-day-tickets-735873797337>. Deadline: April 4, 2024.
  
- Each poster judge will be assigned approximately five to six posters based on their specialty, expertise, or preferences, when possible. The panel of oral judges will be assigned to review all eight oral presentations.
  - To reduce the possibility of bias and avoid conflicts of interests, judges will be assigned to presentations from outside their departments.
  
- A week before the event (April 4, 2024), each judge will receive an email that contains a list of the assigned presentations, links to access the abstracts and a draft of the presentations, and a preview of the Judging Rubric (example shown in table below).
  - The abstracts and draft presentations will allow the judges to prepare for providing feedback and asking questions during the oral or poster presentations.
  - Judges will also receive a PDF preview of the Judging Rubric, which reflects the distinct scoring components, criteria, and points-based scoring system (Likert scale ranging from poor to outstanding) utilized for each type of scholarly work (Basic Science/Clinical Research/Medical Education, Quality Improvement, and Case Reports).

Poster #	Presenter Name	Title	Link to PDF Abstract	Link to PDF Poster or Slides	Link to Judging Rubric <b>Active on April 11</b>
33	Stephen Hawking	Existential risk from artificial general intelligence and superintelligence	<a href="#">Hawking AI &amp; Superintelligence Abstract.PDF</a>	<a href="#">Hawking PPT AI &amp; Superintelligence.PDF</a>	<a href="#">Qualtrics Judging Rubric link</a>

**All judging and scoring will occur using an online, electronic Judging Rubric on the day of Research Day. The link to the Judging Rubric will be active on the day of the event, April 11, 2024.**

## **On Research Day**

- Research Day begins with registration check-in at 7:00 am and ends at 2:30 pm. Judges are welcome to stay for the duration of the event but are only **required** to be present for their assigned oral presentation or poster session.
  - **Oral Presentations are scheduled 8:15 am-10:30 am.**
  - **Poster Presentations are scheduled 10:30 am-12:30 pm.**
  - Judges will receive a complimentary continental breakfast and lunch.
  - Judges will be reimbursed for ground transportation, upon request.
- **ARRIVAL:** Judges check in at the Registration Table to receive their identification badges and confirm their access to the online, electronic Judging Rubric on Qualtrics.
  - Judges are expected to use a personal device (smart phone, laptop, or tablet) to access the online, electronic Judging Rubric.
  - In case of a technical issue, report to the Registration Table for assistance.
- **JUDGING:** Judges will individually evaluate each presentation and then the Planning Committee will calculate a final mean score.
  - **All final electronic scores for oral presentations are due by 11:30 am and scores for poster presentations are due by 12:30 pm** to allow time for the Planning Committee to tally the scores and select winners. Prizes will be awarded at 2:00 pm.
  - Judges are encouraged to provide free-text comments about strengths, weaknesses, or suggestions for the presenters. This feedback will be collated, de-identified, and shared with the presenters as constructive feedback following Research Day
  - Judges will receive CME credit for their services, in addition to receiving credit for attending the keynote speaker session, as applicable.

Please visit the [Research Day Website](#) for additional details or contact Mrs. Rusti Sidel ([smithru2@msu.edu](mailto:smithru2@msu.edu)) with any inquiries regarding Research Day.

Again, thank you for your time, commitment, and contribution to the success of the 2nd Annual MSUCOM Research Day.

**The Research Day Planning Committee**