Oral Presentation Information

- **Registration and Check-In:** All symposium attendees should plan to check-in between 9am and 10:10am in the Fine Arts Center Atrium (929 Jackson St) to pick up a nametag and Quick Reference Guide. We will communicate any last-minute schedule changes here. Those giving oral presentations who have not already done so may upload their presentations to the Seven Rivers Symposium OneDrive folder at this time.

- **Pre-Loading Presentations:** We will be asking all presenters to upload their presentations to designated OneDrive folders. To decrease the number of people needing to upload at registration, we are requesting those who are able to upload your presentations into the appropriate OneDrive folder (i.e. if you are giving your presentation in NRC 101, you should load your presentation into folder NRC 101). Please note: you will not need to create an account to upload your presentation. To upload your presentation, please follow these steps:
  1. Review the 2019 Seven Rivers Oral Presentation Room Schedule to determine your room.  
     - Online at [www.viterbo.edu/sevenrivers](http://www.viterbo.edu/sevenrivers) or via email.
  2. CLICK HERE to upload the 2019 Seven Rivers Oral Presentations OneDrive link into your browser.  
     - Email sevenrivers@viterbo.edu if the link does not work for you.
  3. Click on your presentation room folder. Your room is listed on the schedule.
  4. Save your presentation in the folder designated for your presentation room. (Include Name in title)  
     - **Important:** bring a copy of your presentation to the symposium on a flash drive.

If you are not able to save your presentation to the OneDrive prior to the symposium, volunteers will be available to help you load your presentation to the appropriate folder during registration.

- **Oral Presentation Timeframe:** Oral presentations are limited to 10-12 minutes with an additional 3-5 minutes for questions. The facilitator in your room will be helping to keep presentations on time. **They will show a yellow card when you have 2 minutes remaining and a red card when you need to wrap it up.** Thanks in advance for helping us stay on schedule!

- **Oral Presentation Awards:** We will give awards for outstanding oral and poster presentations across the three general disciplines (humanities, social sciences, and natural sciences). Winners will be announced at the Awards Social (4:00-4:30pm) in the Fine Arts Center Main Theater Lobby. Be sure to join us for cake, socializing, and recognition! The winners will receive an award certificate and a Barnes & Noble gift card.

- **Symposium Materials:** The Seven Rivers Quick Reference, Full Abstract Book, Event Schedule, and Presenter Schedules are available on the Seven Rivers website at [www.viterbo.edu/sevenrivers](http://www.viterbo.edu/sevenrivers) by the end of the week. Please note that we will have hard copies of the Quick Reference (with Event/Presenter Schedule) available at check-in; all other documents will only be available electronically.

- **Parking:** All Commuter Viterbo lots (see [Viterbo Campus Map](http://www.viterbo.edu/sevenrivers)) are open to Seven Rivers participants. We recommend lots A, I, M, and J. If you can’t find a space in a Viterbo lot, you may park on the city streets. Keep in mind some streets have two-hour time limits – please abide by local traffic laws as posted.