

Immunology & Microbiology Research in Progress

Purpose, Roles, and Responsibilities

THE PURPOSE:

The purpose of the Immunology & Microbiology RIP seminar series is to allow graduate students and postdocs in and associated with the department to gain experience organizing and presenting their research in front of an audience. These presentations are meant to be a sharing of current research. There is no need to postpone a presentation due to lack of new information, this is meant to be research IN PROGRESS.

THE RULES OF ENGAGEMENT:

- This series will be year round with graduate students taking priority during the academic year (September – May) and postdocs taking priority the remainder of the year (June – August).
- 1/3 of these presentations will be held at NJH, 2/3 will be held at AMC
- Sign-up will be first come first served, with the understanding that dates may need to be changed for administrative reasons.
- No 2 people from the same lab will present on the same date.
- When at all possible, 1 presenter will be from an Immunology lab and 1 will be from a Microbiology lab.
- There will be no special attention paid to matching the laboratory location with the RIP presentation location, presenters will be free to choose the venue based on availability and adherence to the other guidelines.

THE RESPONSIBILITIES:

Graduate students:

- Watch for email announcing sign-up
- Sign-up for a date to present following the guidelines above.
- Inform your PI and the chair/members of your thesis committee of your date and make sure they can attend if needed (if at the time you sign-up more than one member of the committee can't make it you should look into changing the date ASAP).
- **IT IS YOUR RESPONSIBILITY TO FIND SOMEONE TO TRADE WITH IF YOU NEED TO CHANGE YOUR PRESENTATION DATE.**
- Have your title ready about a week before your presentation so you can provide it for announcements when asked.
- Show up and present on your presentation date.

- If you need to cancel your presentation date, you must email your PI, your committee chairman, the chair of the department, the graduate program administrator, and the schedule administrator with an explanation of why you need to cancel.

Postdocs:

- Watch for email announcing sign-up
- Sign-up for a date to present following the guidelines above.
- Inform your PI of your date and make sure they can attend if needed.
- **IT IS YOUR RESPONSIBILITY TO FIND SOMEONE TO TRADE WITH IF YOU NEED TO CHANGE YOUR PRESENTATION DATE.**
- Have your title ready about a week before your presentation so you can provide it for announcements when asked.
- Show up and present on your presentation date.
- If you need to cancel your presentation date, you will need to email your PI and the Chair of the department, and the schedule administrator with an explanation of why you need to cancel.

Faculty:

- Encourage your students/postdocs to sign up in a timely manner.
- Assure your students/postdocs that this series is intended to be research **IN PROGRESS** and that they do not need to postpone their sign up/presentation date due to lack of new data. (Especially after they have signed up to present!)

THE WARNING:

This series is considered a public forum in that anyone who reads the announcement may attend. Therefore, **if you have Intellectual Property that you are not ready to share with the public, please save it for a less public setting.**

Options to consume presentations: RIP will be vide-conferenced to Heitler Hall/ RC1N 9107. In addition, **Zoom** streaming to your computer is available. However, please remember that having a physical audience is crucial for our students and postdocs to gain the experience and confidence to speak in front of others. If the RIP speakers are on your campus, please be there in person to support this learning exercise.