

Title:	RIOH Annual Summer Student Symposium
Effective Date:	3/5/2021
Revised Date:	
Approving Body:	Director, Research Institute in Oncology and Hematology (RIOH)
Responsible Officers:	Research Officer, Research Development
Delegate:	Research Officer, Research Development
Contact:	Eilean McKenzie-Matwiy (emckenziematwiy@cancercare.mb.ca)
Applicable to:	RIOH Scientists

1.0 Background

1.1 To highlight the research projects RIOH Summer Students, Co-op Students and BSc Meds conducted during their term, the Research Development Office will organize an annual Summer Student Symposium to present and evaluate their work.

2.0 Purpose

2.1 To describe the process of organizing the RIOH Summer Student Symposium.

3.0 Definition

3.1 **RIOH Scientist** – Any scientist who has a formal appointment to RIOH. This includes the categories of Full Senior, Full, Affiliate, Adjunct Senior, and Adjunct Scientists.

3.2 **RIOH Summer Student** – Any undergraduate trainee who participated in research between May – August under the supervision of a RIOH Scientist

4.0 Procedure:

4.1 The Research Officer, Research Development will reserve the AH Greenberg Lecture Theatre (CCMB ON2134) for the morning in August before the provincial statutory holiday (August Long Weekend).

4.2 The Research Officer, Research Development will prepare “Save The Date” posters and send emails to create awareness of the symposium.

4.3 The Research Officer, Research Development will request a list of RIOH Scientists and the summer students they supervised this year from the RIOH Administrative Assistant.

4.4 The Research Officer, Research Development will email each RIOH Scientist and confirm the trainee from the list will participate in the symposium. If the trainee is unavailable, the Scientist will nominate another summer student from their lab.

- A maximum of 13 trainees can participate to remain within the morning reservation.
 - Priority will be given to trainees whose salary or project was supported by CancerCare Manitoba Foundation
 - Priority will be given to trainees who did not participate in previous Summer Student Symposium or CCMB Research Days
- A RIOH Scientist may nominate more than one trainee to participate but must prioritize which trainees will present if spaces are available.
- If additional presentation spaces are available, the Research Officer, Research Development will refer to the nomination list and choose additional presenters ensuring a nearly equal number of clinical and basic research presentations.

- 4.5 The Research Officer, Research Development will email the winners of the CCMB Research Day oral presentations and request they judge the oral presentations by the summer students. If the winners of the oral presentation are unavailable, the winners of the poster presentations will be emailed to participate as judges.
- One judge representing the basic research and one judge representing clinical research is required.
- 4.6 The Research Officer, Research Development will confirm the availability of the RIOH Director to present the awards for best clinical and best basic science presentation.
- 4.7 The Research Officer will create a schedule of presentations
- Each presentation will be a maximum of 12 minutes plus time for question(s) from the judge.
- 4.8 The Research Officer, Research Development will order catering for a nutrition break at the mid-point of the morning.
- 4.9 The Research Officer, Research Development will prepare the Judges Scoresheet for each presenter.
- The four categories are rated on a scale from 1→5. A final score will be calculated out of 20.
 - *Quality of the slides* (clearly labeled graphs, figures, legible font)
 - *Organization of the content* (hypothesis, definitions, connectivity between slides, summary)
 - *Presentation skills* (pace, enunciation, ability to answer questions)
 - *Scientific understanding* (analysis of experiments, context of work within the larger goal of the lab)
- 4.10 The judges will choose one winner for clinical and one winner for basic presentation based on the score. In the event of a tie, the judges will discuss and choose a winner by consensus.
- 4.11 The winners will receive certificates from the Director of Research for best clinical and best basic presentation.
- 4.12 The Research Officer, Research Development will complete the purchase order for the catering and return it to CCMB Finance.
- 4.13 The Research Officer, Research Development will notify CCMB Communications to share the winners' names in the weekly email to CCMB and post photos on RIOH's social media.

5.0 References:

- 5.1 None

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