

**To: Members of the Center for Musculoskeletal Research**

## **CMSR WEDNESDAY CENTER MEETING INFORMATION & GUIDELINES**

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### **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 – January to June 2025. **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": 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 be provided to PIs only.** 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. Chike Cao and Katrina VanOrman prior to the start of the meeting. Dr. Cao 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](mailto: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>).

- By **Tuesday at 5 pm** of the presentation week, the final slides (Powerpoint slides are required) should be uploaded to <https://rochester.app.box.com/f/d4eaf821c4a64c7292868652f2b43a44>.
  - NOTE: All reminder emails from Katrina VanOrman, CMSR administrators, and Dr. Chike Cao 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 reviewers will receive a reminder email prior to each meeting.
- Faculty and trainee evaluations are required and should be completed promptly and emailed directly to the presenters with a copy to Katrina VanOrman.
- Presenters and student moderators **MUST be in the conference room at least 10 minutes 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: K-207 Auditorium's computer has difficulty showing videos in slides. 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 **without** "Presenter View" from the Powerpoint. If notes are needed 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 enlist help to assemble the slides.
- **Dress appropriately for presenting to a professional audience of faculty and peers.**
- 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 1<sup>st</sup> – June 30<sup>th</sup>) 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.

## CMSR Center Meeting Presenter Schedule July-December 2025

DATE	PRESENTERS
07/02/2025	<b>No Meeting – Independence Day Holiday</b>
07/09/2025	Atikul Islam
	Chutamath Sittplangkoon
07/16/2025	Katya McDonald
	Tony Yosick
	Levy Sominsky
07/23/2025	Cih-Li (Amy) Hong
	Ken Yasaka
	Rena Duncan
07/30/2025	Brian Wise
	Melanie Perkins
	Eloise Fadial
08/06/2025	Chiao Yun Chen
	Yue Peng
	Sashank Lekkala
08/13/2025	Isabelle Linares
	Eliya Tashbib
	Zach Sechrist
08/20/2025	Zhewen (Kevin) Li
	Arvind Srivatsava
	Sandra Castillo Aguirre
08/27/2025	<b>ASBMR Practice</b>
	<b>ASBMR Practice</b>
	<b>ASBMR Practice</b>
09/03/2025	<b>No Meeting – ASBMR 2025</b>
09/10/2025	Xiaojie Xing
	Alex Mathewson
	Bei Liu
09/17/2025	Deepak Sonker
	Sam (Zhiming) Jin
	Azmeer Sharipol
09/24/2025	Catherine Caballero
	Chloe Kraft
	Ye Shu
10/01/2025	Adam Tyrlik
	Cheng Xiang
	Victor Zhang

DATE	PRESENTERS
10/08/2025	Ryan Adapathya
	Gulzada Kulzhanova
	Kevin Ling
10/15/2025	(Jabea) Cyril Ekabe
	Samantha Muscat
	Haiyin Li
10/22/2025	Minhwan Chung
	Kevin Lee
	Dylan Greif
10/29/2025	<b>No Meeting – CMSR Symposium</b>
11/05/2025	Sandra Mills
	Arpitha Haranahalli Shivarudrappa
	Xingyu Jing
11/12/2025	Amanda Streeter
	Atikul Islam
	Michael Tomani
11/19/2025	Chutamath Sittplangkoon
	Katya McDonald
	Tony Yosick
11/26/2025	<b>No Meeting – Thanksgiving Holiday</b>
12/03/2025	Levy Sominsky
	Cih-Li (Amy) Hong
	Roukaya Yaakoubi
12/10/2025	Rena Duncan
	Melanie Perkins
	Ken Yasaka
12/17/2025	Eloise Fadial
	Chiao Yun Chen
	Yue Peng
12/24/2025	<b>No Meeting – Christmas Holiday</b>
12/31/2025	<b>No Meeting – New Year's Holiday</b>