

**Western 3MT 2018**  
**A Resource Guide for Faculty Coordinators**

**Your Role as a 3MT Faculty Coordinator**

1. *Secure judges*

As the Faculty Coordinator, we ask that you do not act as a judge. We recommend finding three individuals for judging, and they can be anyone you think would be a good fit. We also recommend that at least one judge not be a faculty member as the primary aim of this event is for students to discuss their research to a non-specialist audience.

2. *Promote the event and encourage student participation*

We recommend using a variety of communication channels (word of mouth, your website home page, newsletters, etc.) to spread the word about 3MT and encourage your students to participate. You can find a number of supporting resources on the 3MT web site (<http://grad.uwo.ca/3mt>) under “Faculty Heat Coordinators – Resources” to help with your promotion efforts. I will also send hard copy material to the graduate assistants in the programs across campus.

**One week before your faculty heat registration deadline**

3. *Confirm heat date/registration deadline with students*

We recommend you communicate the registration deadline one week before your registration window closes.

Log in to GradNet (<https://grad.uwo.ca/staffNet/index.cfm>) and access “3MT” from the “Tools” option located in the menu bar to view the students who have registered for your heat. Check to ensure that all registered students have uploaded their 16:9 powerpoint slide. For those who haven’t uploaded their slide, send them a reminder email to upload their slide before the deadline so they can participate.

**The registration deadline for all students to register AND upload their slide is one week before their faculty heat. If they do not do this by the deadline, they will not be able to participate in this event for 2018.**

**Immediately after your faculty heat registration closes**

4. *Create your master slide deck and judging sheets*

- Log in to GradNet to view the students who have registered.
- Copy and paste all student names into the online [randomizer](#).
- Copy and paste your randomized list of students (with their presentation titles) onto the judging sheet(s). Include 10 students per sheet, and click the tabs at the bottom of the excel judging sheet to

add more pages as needed. Each sheet is designed to accommodate 10 students per page. Print multiple copies for your judges.

- Download all slides and insert each students' slide into the powerpoint template in the random order listed on your judging sheets.
- Secure a laptop for the slide presentation, save the presentation file to the laptop (save it as pptx and pdf), and have a back-up copy on a memory stick. Secure a second laptop as back-up.
- Email Mark Wolfe ([mwolfe24@uwo.ca](mailto:mwolfe24@uwo.ca)) all completed judging sheets, and your final slide presentation at least two days before your faculty heat.

#### On the day of your faculty heat

5. *Confirm technology works*

On the day of your event, I recommend that you go to the competition room an hour before your start time to confirm the computer, screen, and audio equipment are working.

6. *Other logistical issues as needed*

As with any event, things come up at the last minute, and tasks need to be completed to ensure a smooth competition. We ask for your ongoing flexibility if any issues arise.

I (or one of my SGPS colleagues) will attend all faculty heats, and make introductory and concluding remarks. I will also bring a laptop to use for the timer, and will introduce the participants before they present, as well as time the presentations.

If you have any questions, please don't hesitate to contact me.

Thank you again for your continued support!