

Western 3MT 2019 A Resource Guide

Western University has been hosting an annual 3MT (Three Minute Thesis) event since 2011. Now in its eighth year, we are hoping to inject some new excitement into this celebration of the excellent research being done by our graduate students in faculties across campus.

Here's what's new for 2019 ...

HEATS

For 2019, we will be hosting three heats:

1. Arts | Education | Music | FIMS | Ivey | Law | Social Science
2. Engineering
3. Health Sciences | Schulich | Science

For heats #1 and #3, the Associate Deans for each faculty will nominate a person to lead and organize the heat. The Associate Dean of Engineering will manage heat #2. The heats can be organized in conjunction with the faculty coordinators who have helped with 3MT for the past five years.

JUDGES

For 2019, each heat will have three judges:

- one faculty member who is not also a professor in one of the faculties of that heat (chosen by the Associate Deans)
- one Western communications professional (chosen from a list provided by SGPS)
- one student experience/research administrator (chosen from a list provided by SGPS)

Judges will vary for all three heats.

LAUNCH EVENT

DATE: Tuesday, January 8, 2019 | **TIME:** 11:30 a.m. | **LOCATION:** IGAB Atrium

SGPS will host a special 3MT celebration event to launch the competition. This event will include a series of 3MT presentations by faculty members from across campus. Graduate students, faculty, staff, and alumni are all invited to attend. This special launch event will help inspire and motivate our graduate students to participate in 3MT this year. In addition to the presenting faculty members, it is important to invite graduate students, supervisors, postdoctoral scholars, and staff members from across campus to attend as we look toward increasing the number of participants this year.

To Heat Leaders: Planning your 3MT Heat

1. *Secure judges*

Once your heat date, time, and location have been selected, elect your judges based on the following criteria (noted above):

- one faculty member (who is not a professor in the faculties of that heat)
- one Western communications professional
- one student experience/research administrator

SGPS will provide a list of communicators and student experience/research staff members, and you can choose one person from each list to act as a heat judge.

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 (grad.uwo.ca/3mt) under “Resources for Faculty Heats” to help with your promotion efforts. I will also send hard copy advertising material to the Graduate Assistants in the programs across campus.

One week before your faculty heat registration deadline

3. *Confirm your registration deadline with your students*

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

Log in to GradNet (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 2019.

Immediately after your faculty heat registration period closes

4. *Confirm your heat date with your students*

We recommend that you communicate with all registered students the date, time, and location of their faculty heat.

5. *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 student's 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) all completed judging sheets, and your final slide deck at least two days before your faculty heat.

On the day of your faculty heat

6. *Confirm technology works*

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

7. *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.

Mark Wolfe will attend all faculty heats, and make introductory and concluding remarks. He will also bring a laptop to use for the timer (as needed), 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 Mark Wolfe (mwolfe24@uwo.ca).

Thank you again for your continued support!