



**DENTISTRY 197: SEMINARS
AY 2021-2022
FINAL PAPER PRESENTATIONS GUIDELINES DURING AY 2022-2023**

I. SCHEDULING

1. Final Paper Presentation can be scheduled after the approval of the following by the Research Adviser: (a) initial draft of the Final Paper; and (b) slide presentation to be used.
2. Presentations may be scheduled for one-hour on Wednesdays (3:00PM to 5:00PM), Thursdays (8:00AM to 5:00PM) or Fridays (8:00AM to 5:00PM) until the final week of regular classes of the semester. Please confirm with the course coordinator the availability of the Department on your preferred presentation schedule **before** finalizing the schedule or inviting your Research Adviser and members of the Experts Panel.

Plot your preferred schedule by accessing this link: <https://bit.ly/Dent197-PrezoSked>

3. It is expected that the Final Paper Presentation schedule is coordinated with your Research Adviser. **Research Advisers are expected to be present during the HyFlex presentation.** You are also expected to coordinate and confirm the participation of your Experts Panel on your preferred schedule.
4. The presenter/s is/are responsible for inviting a minimum of three (3) members of the Experts Panel who will review the Final Paper and attend the HyFlex Final Paper Presentation. **Presentations will be done face-to-face in a reserved room at UPCD.** Experts Panel members, the Research Adviser and other faculty members may attend via Zoom. UPCD staff may opt to participate face-to-face or via Zoom. Non-presenting research students are highly encouraged to participate in the presentation sessions.
 - a. Majority of your invited Experts Panel must have completed the Health Research Methods course (offered by CPH and CD), or Research Ethics Training by UPMREB (i.e. Responsible Conduct of Research, Good Clinical Practice, etc.). Refer to the attached list of UPCD faculty members.
 - b. Formal communication must be made with the potential Experts Panel members. A conforme from each Experts Panel member is expected. Please pre-fill the form before you send them out to your invited Experts Panel members. You may access a copy of the form through this link: <https://bit.ly/Dent197-ExpertsPanel>
 - c. Non-UPCD faculty may be invited as Experts Panel Members. Consider their expertise and trainings completed (e.g. health research methods, research ethics, etc.).
 - d. It is advisable that you constitute the same Experts Panel from your Research Proposal Presentation for continuity.
 - e. The Department may invite additional Experts Panel members for each presentation.

5. Officially inform the Department of Community Dentistry of your Final Paper Presentation schedule by sending an e-mail to mfmendoza3@up.edu.ph and commdent.cd.upm@up.edu.ph (with your entire Research Team CC'd) using the subject line: *[Dent197 – AY 2021-2022] Notice of Final Paper Presentation – GROUP X*
 - a. State the following information: title of the research, members of the research team, members of the Experts Panel, date and time of scheduled presentation, and online platform details (i.e. meeting ID, join link, etc.). The Experts Panel Members must also be CC'd in the e-mail.
 - b. A copy of the draft of the Final Paper approved by the Research Adviser to be used for the presentation must be attached to the e-mail. Check the requirements to complete Exercise #8A and #8B in the VLE course page.
 - c. The student presenter/s will be the host for the Zoom meeting room for the online attendees of the presentation. Use the university-linked Zoom account for the presentation.
6. The Department and members of your Experts Panel must be advised of the schedule of your HyFlex Final Paper presentation and given a copy of the Final Paper with a **reasonable** amount of time (i.e. one week prior to presentation) to adequately read, review and comment on your Final Paper prior to your Final Paper presentation. If panelists prefer a printed copy of the Final Paper, this should be provided to them.

II. ASSESSEMENT OF FINAL PAPER PRESENTATIONS

1. Evaluation Forms will need to be accomplished:
 - a. Final Paper Evaluation Tool
 - i. to be accomplished by the members of the Experts Panel
 - ii. an e-copy must be given to the Experts Panel members for reference when the copy of the Final Paper is sent to them
 - iii. the online form for evaluation may be accessed using this link:
<https://bit.ly/Dent197-FinalPaper-Eval>
 - b. Rubrics for Oral Presentation
 - i. to be accomplished by the Department faculty who attends the Final Paper presentation
 - ii. research students who attend the Final Paper Presentation are expected to accomplish the form
 - iii. Experts Panel Members, the Research Adviser and other Faculty members who attends the Final Paper Presentation may opt to accomplish the form
 - iv. the online form for evaluation may be accessed using the following link; and must be shared in the Zoom meeting chat box and added in the slide presentation:
<https://bit.ly/Dent197-PrezoRubrics>

III. SESSION PROPER

1. Allot at least one hour for your HyFlex presentation. Try to manage the time well to minimize the possibility of an extension.
 - Limit your actual presentation to 20 minutes. Choose the most important points to discuss.
 - The rest of the time will be for a synchronous Questions & Answers Forum. Do not forget to **take note of the comments** that should be used to revise and improve your Final Paper.
 - A pre-recorded presentation or a slide deck/presentation to be used during the HyFlex Final Paper Presentation **MUST NOT** be sent to the members of the Experts Panel prior to the scheduled presentation.
 - Make sure to test your equipment set-up and other system requirements prior to the presentation. You may have mock presentations with your Research Team to troubleshoot possible errors or technical difficulties prior to the actual presentation. *Refer to the HyFlex diagram on page 5.*
2. Coordinate to have a student emcee/moderator and timekeeper during your presentation.
 - The **moderator** should be familiar with Zoom meeting hosting functions, be logged in to the Zoom meeting room as co-host to access and to address meeting chats, post evaluation links, check audio and screen sharing during the presentation, and address other Zoom meeting issues of those attending online. The moderator should have a copy of the Experts Panel members' conformes to read the bionote as their introduction at the start of the session. Note that introductions are part of your one-hour time allotment so all introductions should be done in a few minutes.
 - The **timekeeper** should have a timer and flash cards (or other means to call the attention of the presenting students) of the time left in the 20-minute presentation. He/She should have 10-, 5-, 3- and 1-minute wrap-up warnings for the presenters.
3. You may invite other research students to attend the HyFlex Final Paper Presentation.
4. As any UPCD research presentation, this is open to ALL UPCD faculty members, students and staff.

UPCD-ORGANIZED HEALTH RESEARCH METHODS and/or RESPONSIBLE CONDUCT OF RESEARCH TRAINING-WORKSHOPS ATTENDEES ¹:

1. AGUILUZ, Ma. Arlissa D.
2. ALFARO, Arlene Cecilia A.
3. ALMODIENTE, Zarah R.
4. ATIENZA, Angelina A.
5. ATIENZA, Charleton N.
6. BAUTISTA, Ceasar M.
7. CAS, Daisy Jane V.
8. ERMITA, Christian Anthony M.
9. ESCOTO, Elmer Jesus T.
10. FRANGE, Melanie Ruth K.
11. GARCIA, Ma. Celina L.
12. LACHICA, Marie Carmela Rossini T.
13. LARA, Maria Teresita C.
14. LAURETA, Cristina M.
15. MARAÑON, Marie Joanne Susan R.
16. MEMORANDO, Joy R.
17. MURJANI, Bhabita V.
18. PACETE-ESTRERA, Kristine Rachelle R.
19. PENGSON, Regina Carmela P.
20. QUINIQUINI, John Erick B.
21. RAMOS, Tristan Nathaniel C.
22. SANCHEZ, Krishan T.
23. SEGARRA, Armin
24. SIA, May Carol M.
25. YU, Maria Irene G.

Former or WOC Faculty:

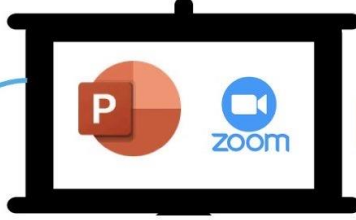
1. AREVALO, Jean C.
2. AUSTRIA, Ena Paula Q.
3. BUIZON, Joseph Raoul
4. MAGHIRANG-TEODOCIO, Rudjie Marie D.
5. MAGTANONG, Danilo L.
6. MILLO-PADERES, Grazielle A.
7. MORILLA, Lordjie Marr O.
8. ONG-SEDILLA, Ranee Nicole D.
9. RARALIO, Gay A.

¹ Note that other Faculty Members may also have completed Research Methods and/or local Research Ethics Trainings in the last three years but are not in this list.

DENT 197 HYFLEX PRESENTATION | Live F2F ORAL PRESENTATION with ZOOM ROOM for the EXPERTS PANEL

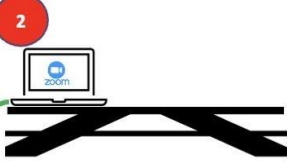


Introduces Experts panel, presenter/s, reads Zoom chat, moderates O&A



EXPERTS PANEL

Use of external microphone or computer microphone depends on the audio feedback. Doublecheck with Zoom participants



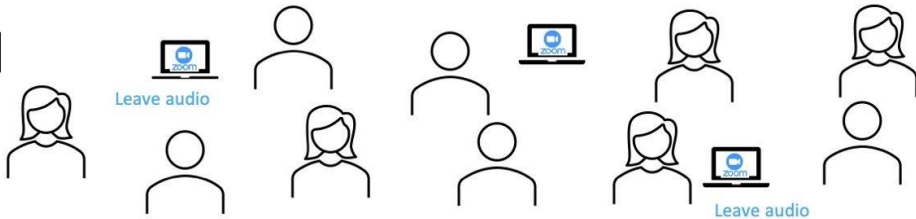
Bluetooth speaker

5mins left



Time Keeper

- Laptops **1 & 2** BOTH logged into Zoom meeting
- Laptop **1** connects with projector to share screen and Bluetooth speaker for Zoom audio
- Laptop **2** connects to external camera and manages Zoom room



Participants in the room and logged in to Zoom should 'leave audio' to avoid echo when unmuting/ may use a headphone/headset



FACULTY



EXPERTS PANEL