



## 2021 NCURA Region II, VI & VII Fall Meeting

### Meeting Website Instructions and Quick Guide

*Regional Meeting 2021: Navigating the Future* has gone virtual! **Access the website** now to gain instant access to the sessions, agenda, information, speaker contacts, and attendees!

#### Step 1: Open the website

Go to <https://r267rm21.eventpedia.us/>

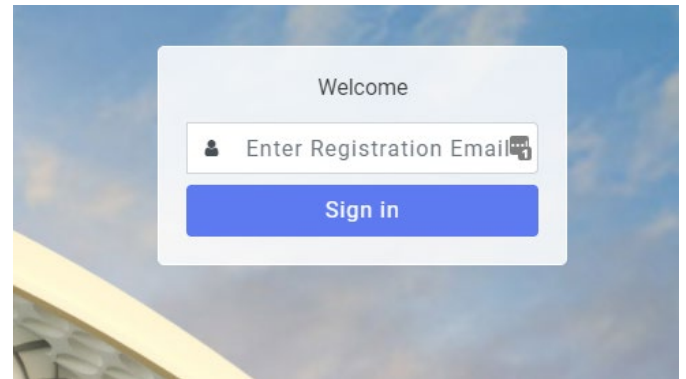
You should see the welcome page with a countdown and RM2021 Logo!



## Step 2: Login!

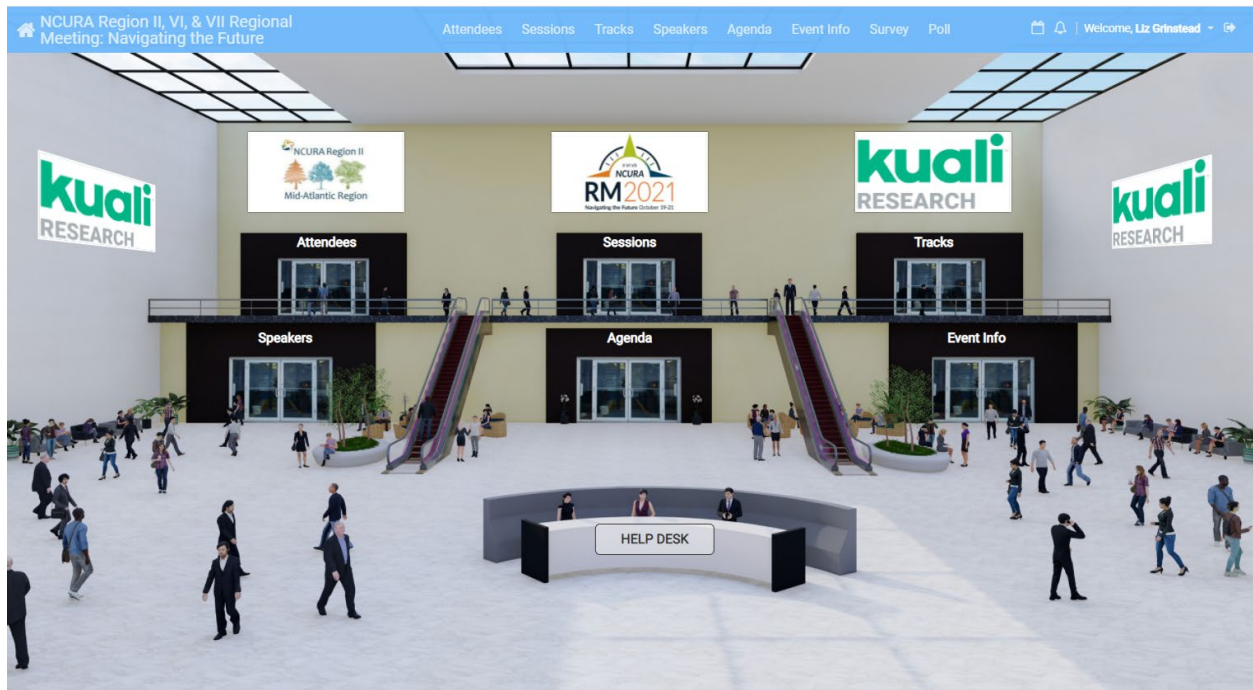
You **must** login to the website using the email that you registered for the conference.

If you do not know this email or have trouble logging in, please contact Liz Grinstead at [eng28@cornell.edu](mailto:eng28@cornell.edu) for support.

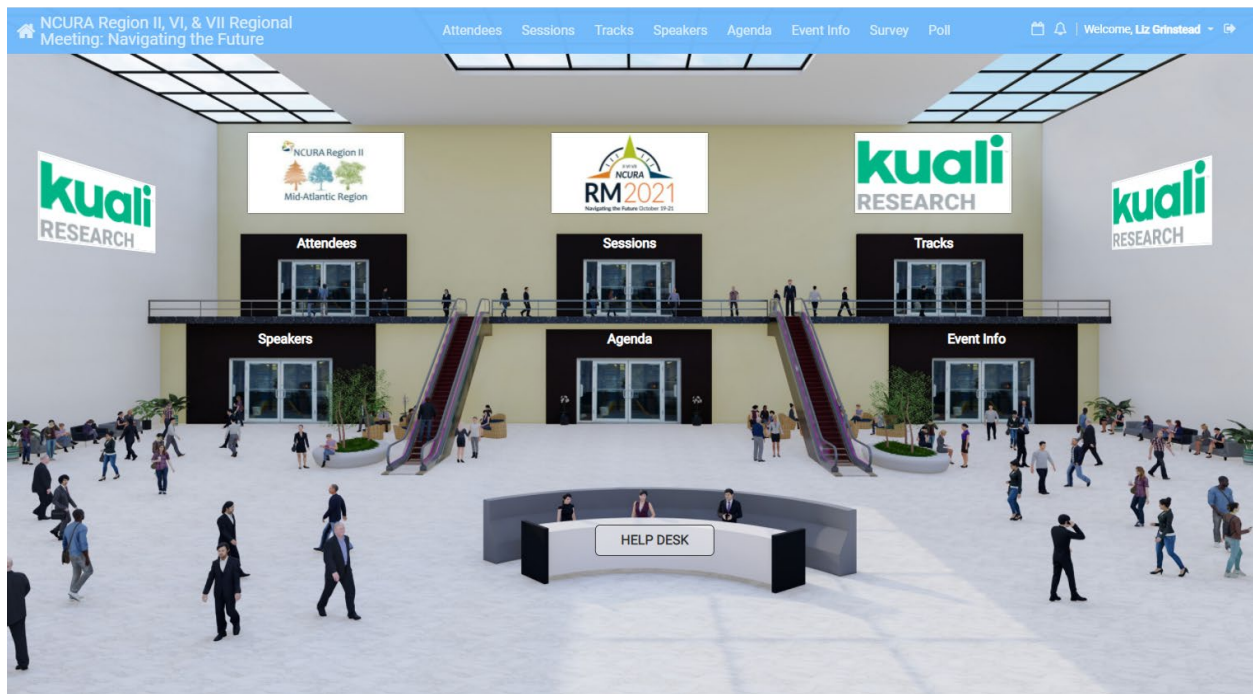


## Step 3: Open the Event

After you hit Sign In – you will be taken to this page – welcome to RM2021!



## Step 4: Navigating the Event



You can use the doorways and upper blue bar to navigate to all areas of the meeting.

Click on **Agenda** for the schedule of events for the meeting. You can click on any agenda item for more details and to see what sessions take place during each session block.

Click on **Tracks** to see the sessions based on the track they fall into.

Click on **Attendees** to see who else is attending the meeting with you.

Click on **Speakers** to get more information on speakers. Speakers are able to update their own bios and information. An automatic email was sent to each presenter. Please contact Liz Grinstead at [eng28@cornell.edu](mailto:eng28@cornell.edu) if you have any questions.

Click on **Event Info** for additional information and quick guides.

Click on **Sessions** for a full schedule of sessions. **THIS IS WHERE THE LINK TO THE ZOOM MEETING WILL BE AND HOW YOU ACCESS SESSIONS.** Click the **Blue Watch Button** from either the main Session page or clicking into the individual session. Once you click on a session, you can add it to your **schedule** by clicking the **calendar icon**. If you click into the session, there will be the link for the **downloadable presentation documents** and **survey evaluation**. Your feedback on sessions is appreciated.

This screenshot shows a session card for "How to Read Sponsored Funding Announcements" scheduled for 02:00 PM - 03:30 PM. The card features two speakers: Laneika Musal... (Director of Gran...) and Nicole Nicholas (Research Contr...). A calendar icon is circled in green, and a blue "Watch" button is circled in blue. Below the speaker information, there are tags for "How-To" and "Pre-Award", and a topic tag for "Departmental and Predominantly Undergraduate Institutions (PUI)".

This screenshot shows the detailed view of a session titled "Dealing with Change: Utilizing a Human-Centered Design Approach" on October 19, 2021, from 02:00 PM to 03:20 PM. The session is categorized as "Advanced/Senior" and includes tags for "Departmental and Predominantly Undergraduate Institutions (PUI)", "Professional Development/Human Capital", and "How-To". A "Watch" button is circled in blue. Below the session details, there are links for "Docs" (circled in purple) and "Survey" (circled in red). A PDF document titled "RM2021\_PP\_Human Centered Design\_Caban.pdf" is listed with a download icon. The "Speakers" sidebar on the right lists Theresa Caban (The Lundquist Institute) and Tolise Daily (Johns Hopkins University).

**Summary**

Research administrators are placed in a difficult role when they are both the architect of structural change and in charge of implementing the restructuring. Their actions and outcomes will fundamentally transform how central administration, principal investigators, and department administrators do their jobs. This session will focus on organizational change and the impact that it has on the research community when restructuring departments, defining roles and responsibilities and creating new policies and procedures.

Explore the website and all it has to offer!

Questions? Contact Liz Grinstead at [eng28@cornell.edu](mailto:eng28@cornell.edu)