



## 2021 Undergraduate Research Symposium Submission Instructions

Congratulations on taking the first step toward presenting your research, scholarly, or creative work at the Undergraduate Research Symposium (URS). This year's Symposium will be conducted a little differently than in the past. All activities will be conducted online in a virtual format.

Presentation materials (posters, presentation handouts, and creative materials) will be available for viewing asynchronously by the public starting one day before the official opening of the URS and continuing for at least one day following the URS. During this time, the public will be able to post comments and questions about each presentation in its own Chat section. Presenters will be able to respond to questions here as well.

Each **Poster and Creative exhibit** will be assigned a one-hour time during the URS on Thursday, April 15<sup>th</sup> for a live Question and Answer (Q&A) session. Each session will be assigned its own Zoom meeting room. Each presenter will have their own Breakout Room during this time to answer questions one-on-one with the public. There will be a Moderator for each session to help manage this. During this one-hour session the URS Judges will also visit each Breakout Room and talk to the presenters.

Each **Oral Presentation** will be assigned a one-hour time during the URS on Thursday, April 15<sup>th</sup> to make their presentation during a Zoom session. Each presentation will be allowed 10-minutes for their presentation and 5 additional minutes for Q&A. There will be a Moderator for each session to help manage this and URS Judges will also be present during the entire session.

It's now time to prepare and upload your presentation materials. Please review this entire document and prepare your information before you start the submission process. You must submit all your materials and information in one sitting.

### Step 1:

This year all materials will be hosted online through Symposium by ForagerOne at the following website. If your submission is by a group, the lead presenter should complete the submission:

<https://symposium.foragerone.com/2021-mnsu-undergraduate-research-symposium/submission>

### Step 2:

Input the following information about the presenters (Figure 1):

- First Name, Last Name, Email address, and Level of the first presenter.

- Input the Department or Program most closely associated with your submission (Note: There isn't a right or wrong answer to this. If your submission involves multiple programs list the one you think is primary).
- If your project has multiple presenters, use the Additional Presenters button to add the others.

### Step 3:

Input the information about your presentation (Figure 2):

- Enter the Title of your presentation (Note: You can change this from what you submitted on the Intent to Present).
- Enter the Abstract of your presentation (Note: You can change this from what you submitted on the Intent to Present). Make sure to check that any specific formatting required is correct.
- Enter your mentor's name.
- Select the Subject area that best fits your presentation. These are default subjects defined by Symposium. Pick the one that best fits your project.

### Step 4:

It's now time to upload your presentation materials. What you submit will depend on what type of submission you have (Figure 3).

**Poster** – Select “Poster / Slides (PDF + Video)”. Upload your poster as a pdf file (10 MB or less in size). You may also link an OPTIONAL voiceover video. If you do, it will appear in the upper left next to your poster and must be saved on YouTube (see additional instructions on this).

**Oral Presentation** – DO NOT SELECT ORAL SUBMISSION IN SYMPOSIUM. This is for recorded presentations. Your presentation will be given “live” via Zoom. Instead, select “Poster / Slides (PDF + Video)”. Upload a pdf file (10 MB or less in size) that will serve as a handout for your presentation. Examples of possible submissions could be a pdf version of your presentation slides, a one-page summary, or just a pdf copy of your cover slide. You may also link an OPTIONAL voiceover video. If you do, it will appear in the upper left next to your poster and must be saved on YouTube (see additional instructions on this).

**Creative Exposition** – Contact the URC to determine the best format for your primary submission (urc@mnsu.edu). You may also link an OPTIONAL voiceover video. If you do, it will appear in the upper left next to your poster and must be saved on YouTube (see additional instructions on this).

### Step 5:

Once your information is input and you have double checked it, click Submit. The URC staff will add the session information for your project after you submit your material.

# Symposium Presentation Submission

## 23rd Annual Undergraduate Research Symposium

Please fill out the following form with your poster or presentation information. Please only submit one form per presentation, and please note that this submission is final.

### Presenter Information

First Name\*

Enter First Name



Last Name\*

Enter Last Name



Email\*

Enter Email



Level/Classification\*

- Freshman
- Sophomore
- Junior
- Senior
- Associate's Degree Student
- Graduate Student
- Postdoctoral Fellow
- Faculty

Clear

Major/Department\*

Enter Major/Department



### Additional Presenters

Add up to 7 additional presenters for this event.

Add Presenter 2

Figure 1: Sample screen for Step 2.

Presentation Information

Title\*

**I** **x<sub>1</sub>** **x<sup>1</sup>** **Σ**

Enter Title

Abstract Or Description\*

Please note when posting your abstract, certain formatting (e.g. bold, italics, etc.) may not be kept. Please double check your abstract and re-add formatting where necessary.

**B** **I** **x<sub>1</sub>** **x<sup>1</sup>** **☰** **☰** **Σ**

Enter Abstract Or Description

Mentor

Enter Mentor

Subject\*

- Arts, Design, and Performing Arts
- Biological & Life Sciences
- Business & Economics
- Chemical Sciences
- Computational Sciences
- Cultural & Language Studies
- Communication & Journalism
- Education
- Environmental Sciences
- Engineering
- Humanities
- Mathematics & Quantitative Studies
- Medical & Health Sciences
- Physical Sciences & Astronomy
- Social & Behavioral Sciences

Figure 2: Sample screen for Step 3.

## Presentation Media

Media Type\*

- Poster / Slides (PDF + Video)
- Oral (Video)
- Exhibit, Performance, or Demonstration (Video + Video)

Poster / Slides (PDF + Video)\*

Upload a PDF of your poster. PDF must be no more than 10MB in size. If your file exceeds this limit, you can compress the file to reduce its size. We recommend Smallpdf.com or another online tool to compress your file if necessary.

Upload

### Voiceover Video Link

Please upload a video (2-5 mins recommended) of you describing your work/poster to YouTube and paste the link below (only YouTube links will be supported). Please make the YouTube video settings as UNLISTED.

Enter Voiceover Video Link



For support with:

- Uploading videos to YouTube: <https://support.google.com/youtube/answer/57407?co=GENIE.Platform%3DDesktop&hl=en>
- Uploading videos longer than 15 minutes to YouTube: <https://support.google.com/youtube/answer/71673?co=GENIE.Platform%3DDesktop&hl=en>
- Making videos 'unlisted' on YouTube: <https://support.google.com/youtube/answer/157177?co=GENIE.Platform%3DDesktop&hl=en>

Submit

Figure 3: Sample screen for Step 4.

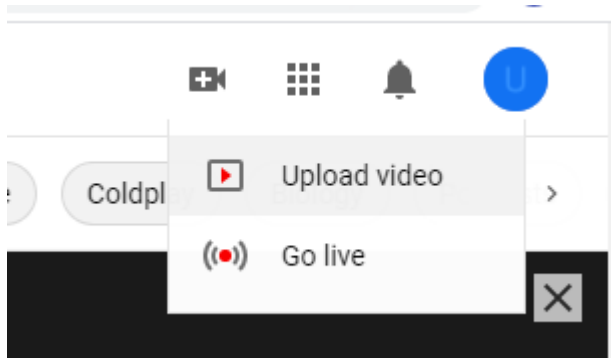
## Video Submission Instructions

For optional voiceover videos and creative exhibitions, Symposium requires all videos to be submitted through YouTube so that they are properly formatted for viewing. Prior to completing your Symposium information, you will need to upload your video to YouTube as “Unlisted” (i.e. it will not be searchable but will be accessible to those who are provided the link). You can find a step-by-step process for uploading your video here:

1. Go to [youtube.com](https://youtube.com) and sign in or create an account. Use a professional email rather than your private email. For help creating a YouTube account, visit this link: <https://youtu.be/jT9ScMAe5yQ>
2. On the top-right corner of your screen, click on the **camera symbol** with the addition sign in the center (see below).



3. From the drop-down list, select the **Upload video** option.



4. You will be prompted in a new screen to upload your video file. Click the **Select Files** button and select the corresponding video file from your computer.
5. Select the **Edit** button to edit the details of your video. Under the **Details** list you should specifically edit your:
  - a. Video title – This should match your presentation title.
  - b. Description – You may consider putting your abstract here or the names of student presenters.
6. Under the **Video Elements** list, select whether or not your video is made for kids. (Note: You will be listing this video as Unlisted, so children will not have access through searching YouTube to it anyway.)
7. Under the **Visibility** list, select the **Unlisted** option. This will not make your video searchable on YouTube but will allow viewing to anyone with a link you provide.

- Hit **Save** in the lower right corner to finish uploading your video. Once your video is uploaded, click the **Options** button next to your video.






## Channel content

Uploads   Live

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Filter

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<input type="checkbox"/>	Video	Visibility	Restrictions
<input type="checkbox"/>	 2020 Grant Application Tutorial Add description 7:13	 Draft	None
<input type="checkbox"/>	  7:13	 Unlisted ▾	None

Options

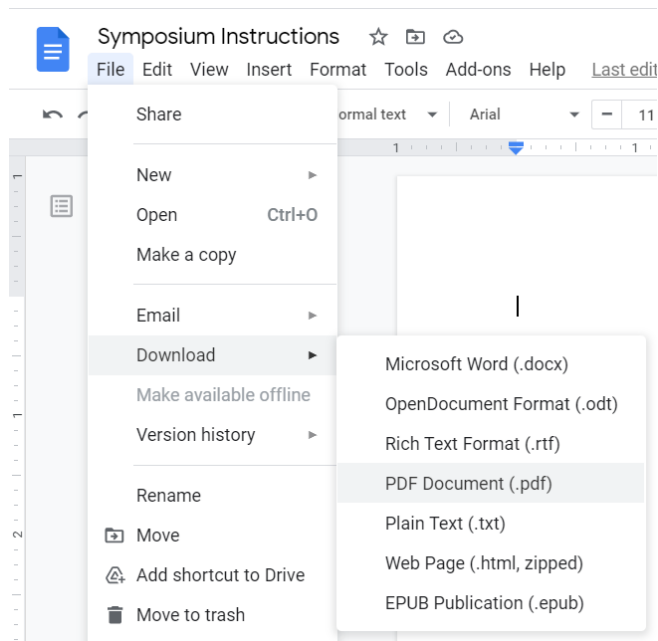
- Select the **Get Sharable Link** option from the drop-down. This will automatically copy the link. You will paste this into the online submission form on Symposium when you submit your materials.

## PDF Formatting Instructions

For submission of project materials, we are requiring all presentation materials to be uploaded in PDF format for easier access through Symposium. You can find step-by-step instructions on converting documents to PDF below based on the original document type:

### Google Docs or Google Slides

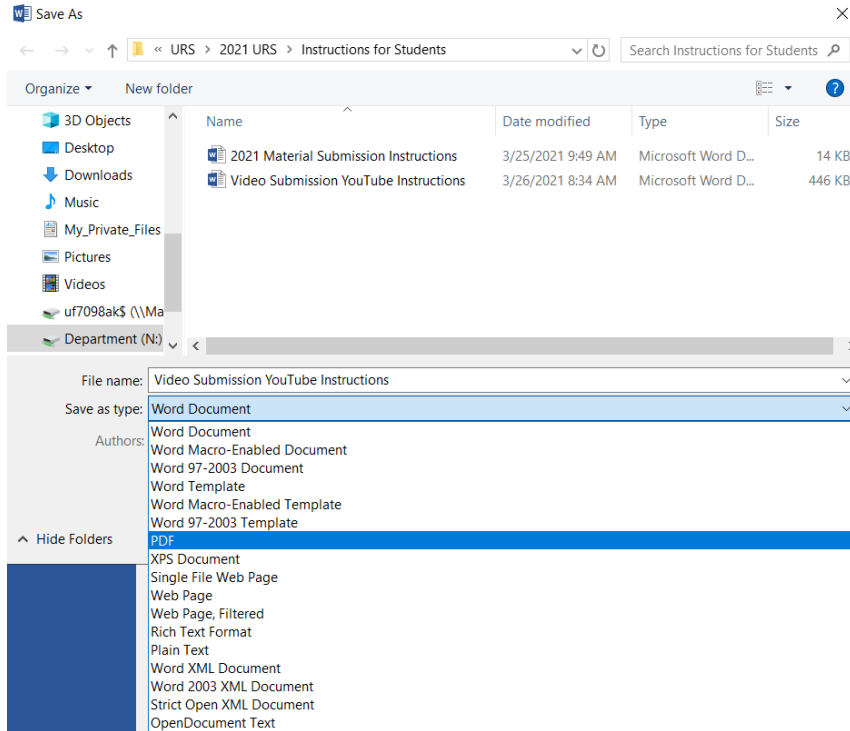
1. After you have finished editing your materials, select the **File** tab on the top left of your screen and click **Download**.
2. From the drop-down list that appears, select **PDF document (.pdf)**. This file will download to your computer and can be accessed through the downloads folder on your computer.



### Power Point Slides or Word Documents

1. After you are finished editing your materials, select the **File** tab on the top left and click **Save As**.
2. Click **Browse** next to the open file icon and determine where to save your PDF from the pop-up window. Double-check the name of your file and rename it if you wish. From the **Save as Type** drop-down list, select **PDF**.





3. Click **Save**.