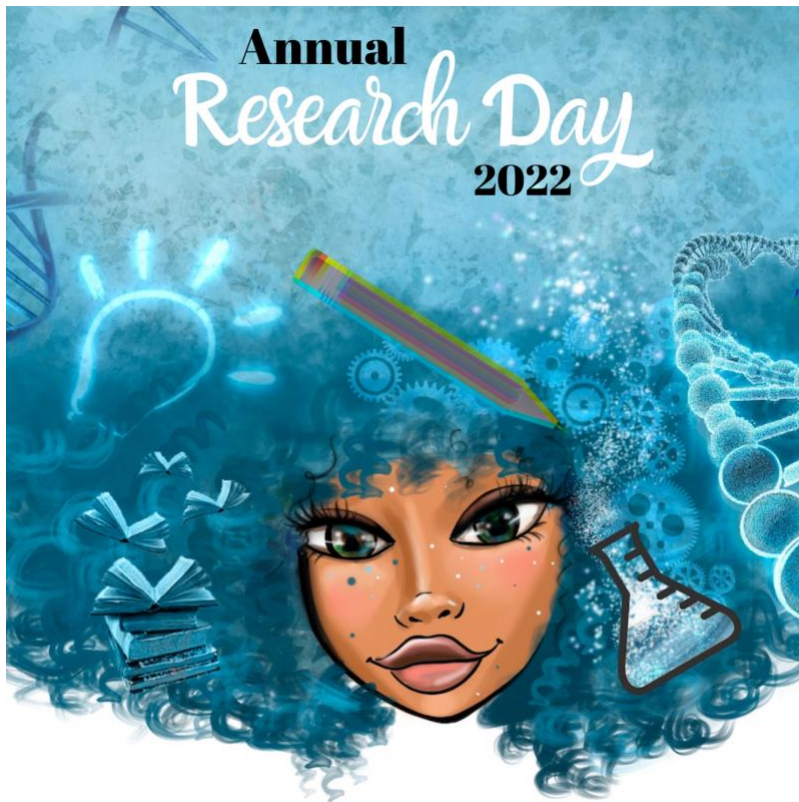


# Spelman College Research Day

## Student Presenter Instructions



### Important Deadlines

*All deadlines are 11:59pm ET unless otherwise noted*

Registration Closes Intent to Participate	March 1
Presenter Orientation @6pm (Register <a href="#">here</a> )	March 16
Project Draft (Mentor review)	April 1
Final Project	April 8
Research Day	April 22

***The following information outlines the process for submitting an application to participate in Research Day. Submission guidelines by discipline are below.***

Office of Research, Innovation, & Collaboration | Undergraduate Research & Training Programs Unit  
Last Modified: 2/23/22

To present at Research Day, you must sign up and register by the “intent to participate” deadline.

## Step 1 - Sign up & Register

1. New users must create an account on Symposium at <https://symposium.foragerone.com/signup>.
  - A verification link will be generated upon completing sign up, which will be sent to the email associated with the new account. Users must open the verification email from Symposium and click the link to verify their account.
2. Log in to user's Symposium account.
3. After logging in, participants will be prompted to register for the event when they navigate to the event from our [Discover Events](#) page or via <https://symposium.foragerone.com/spelmanresearchday>

## Registration/Intent to Participate Questions Summary

- **New for 2022! Competition Opt-In:** We are incorporating an optional competition element this year. Participants that compete will be scored by non-Spelman judges. Students can compete both face-to-face (F2F) and Virtually. Please opt-in on the form if you would like to participate in the competition. You will compete against other students based on category and the scoring rubric.
- **Category:** If you are unsure about the correct category, please consult with your advisor or faculty mentor to determine the best category for your project.
- **Presentation Location:** Presenters have an option to present F2F on campus or virtually. If you present virtually it will be in the form of a pre-recorded presentation. Please note all presenters are required to submit a final pre-recorded project. (pre-recording see below)
- **Presentation Mode:** F2F presenters have the option to present a Poster, Oral, or Performance. Virtual only presenters have the option to present a pre-recording of their presentation.

- **Co-presenters:** Please be sure to add all co presenters to the submission. You should work with your co presenters and mentor before uploading your final project media.
- **Mentors:** Please be sure to indicate the name of your mentor/advisor. Input your non-Spelman mentors affiliation (school, company, etc.).

## Step 2 - Presentation Submission

- **Access Form Here>>**  
[symposium.foragerone.com/spelmanresearchday/submission](https://symposium.foragerone.com/spelmanresearchday/submission)
- **Submit your *final project*** by the deadline following the appropriate guidelines for your discipline (see below).

### **Media Uploads**

- **All Presenters** – One of the options below should be selected on the presentation form
  1. Poster/Slides (PDF + Video)
  2. Oral (Video)
  3. Exhibit, Performance, or Demonstration (Video + Video)
- **Face-to-face Presenters** - uploads:
  1. **Poster Presenters** your uploaded poster will be used for display. See Printed poster rules. Please note your virtual poster does not have to have the same restrictions
  2. **Oral presenters** please be prepared to pull up your slide deck/project on a computer.
  3. **Performances** will take place in designated locations on campus to accommodate your particular needs. Additional guidance will be provided to students who have specific performance needs.

### **Upload Support**

- 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>

# Abstract

## ***Abstract Examples***

Explore the various examples on the Symposium by ForagerOne platform. Your presentation will be displayed in a like manner.

<https://symposium.foragerone.com/sample-university-event1/presentations>

# Presentation

## **Visual & Performing Arts:**

1. **Clearly state the central research question and/or area of inquiry and the purpose of the project. If a performance element is included, provide a statement explaining compositional and/or performance aspects of the work.** Why did you compose this work or choose this work to perform and/or present? What aspects of music, dance, theater, performance art, visual art, and/or spoken word are you exploring?
2. **Provide relevant scholarly or research context that demonstrates your attempt to make a unique contribution to the area of inquiry.** How does the composition and/or performance advance the development of your creative output? If performing a new composition, how does it draw from and contribute to the existing field?
3. **Demonstrate the ability to integrate/engage relevant source materials appropriately and creatively.** Include specific reference to authors, composers, texts, scores, podcasts, and/or films. Citations required.
4. **Provide a brief description of the research methodology.** What creative process and/or compositional methods did you use to create this work? What strategies did you employ or choices did you make in deciding how to present/perform it?
5. **State conclusions or expected results and the context in which they will be discussed.** How did the composition of the work and/or preparation for the performance affect your understanding and output?
6. **Offer an original analysis that articulates your discoveries and effectively balances your own voice and experiences with theories, concepts, and scholarship from the field.** Must be clearly delivered, well-written, well-rehearsed and well-organized.

## ***Humanities, Social Sciences, Education, Natural Sciences, and Mathematics:***

1. **Clearly state the central research question and/or purpose of the project.**

2. **Provide brief, relevant scholarly or research context that demonstrate its attempt to make a unique contribution to the area of inquiry.**
3. **Provide a brief description of the research methodology.**
4. **State conclusions or expected results and the context in which they will be discussed.** How did your research affect your understanding and output?
5. **Offer an analysis that articulates your discoveries, theories, concepts, and scholarship from the field.** Must be clearly delivered, well-written, well-rehearsed and well-organized.

***Important information:***

- All projects are required to consist of the following:

Title,

List of Authors(s) and/or Presenter(s)

Abstract or Summary

Body of work

- All projects must be submitted by the posted deadline. Please refer to the submission deadlines and make sure you submit your project accordingly.
- Up to two projects per primary presenter are permitted.
- Mentors will provide feedback and evaluation of your submission before it is deemed complete for participation. Please communicate regularly with your mentor/advisor about your project draft before you upload your final project.
- The title and author(s) of your abstract will appear EXACTLY as they are entered in the collaborators section. Please double check punctuation, grammar, and spelling before submitting.
- Upon acceptance, your project will automatically be incorporated into the final program and virtual platform, which you may later reference for graduate school applications, resumes, CVs, etc.
- Follow the guidelines below when preparing your abstract. Select the field/subject option which is most appropriate.
- If you need assistance writing your abstract, please reach out to your mentor, [Spelman writing center](#) or Undergraduate Research & Training Programs (URTP).
- Student researchers should be the ones to submit the abstract rather than the faculty mentor.