Symposium Presentation & Abstract Submission Process Details

Submit your presentation abstract through the UROP Web site (http://www.urop.uci.edu/symposium.html): in the shaded area at the right side of the page, click Presentation & Abstract Submission Form to begin with Page 1 of the submission process. Please make sure your abstract meets the standards listed in the Symposium Abstract Guidelines, which are available on the Symposium Web site.

When you complete the submission process, you and your faculty mentor(s) will receive an e-mail confirming that your abstract has been received. This e-mail includes a link to access the information you submitted and to make further edits.

You may be asked to make changes to your abstract; if this is the case, please make the requested changes and submit your revised version quickly. If your abstract is approved, your presentation will be scheduled and you will be able to electronically invite guests to attend.

If your presentation is accepted, plan to attend a Practice Your Presentation workshop before the Symposium. These workshops give you an opportunity to try out your presentation, become familiar with the provided equipment and software, and receive valuable feedback that will make your presentation more effective.

Page 1

Number of Student Presenters: Enter the number of undergraduates who will be presenting at the Symposium. If there are additional undergraduate participants who will not present, include their name(s) in the heading of the abstract.

Number of Faculty Mentors: Enter the number of faculty mentors. You must be working under the guidance of at least one member of the Academic Senate. If you have more than one faculty mentor, be sure they are aware of each other, and that you have discussed the arrangement with each of them.

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Fill out one page for each student presenter. Please use normal capitalization in your entries. Do not use all upper- or lower-case letters.

Name: Type your full name in the First Name, Middle Initial, and Last Name boxes.

Student ID: Enter your UCI Student ID Number.

Address: Type your address in the Street Address, City, State, and Zip boxes. Use the address where you can be contacted during the Spring Quarter.

E-mail: Use your preferred e-mail address. Please check your e-mail regularly, as this is how we will communicate with you.

Daytime Telephone Number: Enter the telephone number, including area code, at which you are most likely to be reached during the day. Use the 555-555-5555 format.

Major(s): Select your major. Use the Additional Majors box to type majors beyond the first, if applicable; do not enter minors or concentrations within your major.

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Fill out one page for each faculty mentor.

Faculty Mentor: List the name, e-mail address, phone number, department, and current institution for each faculty mentor. Use the Search feature at the upper-right corner of the UCI Web site (www.uci.edu) to find this information.
**Project Title:** Type the full title of your project. Please use normal title capitalization. Do not use all lower- or upper-case letters.

**Special Characters/Symbols:** Check this box if your project title has any special text, such as Greek letters, scientific notation, italics, bold, etc. If the title requires special text or formatting, make sure it is correctly formatted within the abstract document file you upload.

**Faculty Approval:** Abstracts should be reviewed and approved by all faculty mentors before they are submitted.

**Abstract:** Type the path and filename of your abstract, or use the **Browse** button to locate it. This document should be a PC-formatted Word (.doc) file. For more information on how to prepare your abstract, review the Abstract Guidelines and sample abstracts on the UROP Website (www.urop.uci.edu/symposium.html).

**Area of Research:** Type the research field of your presentation.

**IRB/IACUC Approved Protocols:** If your project involves human subjects or live vertebrate animals, you need to have obtained or been added to an approved protocol.

To determine whether you need IRB or IACUC approval, review the information on the Office of Research Administration Web site (www.research.uci.edu/ora/index.htm). This page has all the information you need to meet the protocol submission and approval requirements, as well as who to contact for assistance. If applicable, provide us with your approved protocol number.

**Type of Presentation:** Use the check boxes to indicate whether you will give an oral presentation, a poster presentation, or both.

**Scheduling Restrictions:** If you have an important, unchangeable prior commitment—an emergency or strict restriction on your schedule—that will prevent you from presenting an oral presentation at either the morning or afternoon session, check the appropriate option.

**Equipment Needed:** Use the remaining check boxes on this page to indicate the equipment you will need for your presentation.

- For oral presentations, the provided equipment, including software versions, is listed on the OIT Smart Classroom Web site (http://www.nacs.uci.edu/computing/labs/smart-classroom.html).
- For poster presentations, easels will be provided. A table will be provided only if the presentation absolutely requires one.

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This page shows the information you entered on pages 1–4. Make sure the information is correct before completing your submission.

**Revise:** Review all your information. Click the appropriate **Revise** button if you need to make changes.

**Submit:** Click **Submit** after confirming that the information you entered is correct.