

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.

Page 2

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.

Page 3

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.

UCI UNDERGRADUATE RESEARCH SYMPOSIUM 1-2-3-4-5

* Required Information

Indicate the number of student presenters* 1

Indicate the number of faculty mentors* 1

Note: Additional undergraduate co-authors who are NOT presenting should be listed in the heading of the abstract.

Double-check that your information is correct, then click the Continue button

Continue

UCI UNDERGRADUATE RESEARCH SYMPOSIUM 1-2-3-4-5

Undergraduate Presenter 1/1 * Required Information

First Name* Middle Initial Last Name*

Student ID*

Street Address* (where you can be contacted during Spring Quarter)

City* State* Zip*

E-mail*

Daytime Telephone Number* Include area code (949-111-1111)

Major* Aerospace Engineering

Additional Majors, If Applicable

Double-check that your information is correct, then click the Continue button.

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UCI UNDERGRADUATE RESEARCH SYMPOSIUM 1-2-3-4-5

Faculty Mentor Information 1/1 * Required Information

Prefix* Professor

First Name*

Last Name*

E-mail*

Daytime Telephone Number

Department* Claire Trevor School of the Arts

Current Institution* UC Irvine

Double-check that your information is correct, then click the Continue button.

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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.

UCI UNDERGRADUATE RESEARCH SYMPOSIUM 1-2-3-4-5

Project Information * Required Information

Title of your project/presentation* _____

(If the project/presentation title includes scientific notation, Greek letters, bold, italics, or other special characters/symbols, make sure they appear correctly as part of the heading to the abstract document you upload below.)

Does your project/presentation TITLE contain scientific notation, Greek letters, bold, italics, or other special characters/symbols? No

Have your faculty mentor(s) approved the abstract for your project/presentation that you are submitting? Yes

Abstract* _____ Browse... [\(Abstract Guidelines and Samples\)](#)
(Please upload your abstract as a PC Formatted Word (.DOC) Document.)

Area of Research* _____

If this project involves the student's use of human subjects or data/specimens from living humans, has it been approved by the Institutional Review Board (IRB) at UCI or at the institution(s) where the research was conducted?
 Yes No Not Applicable

If yes, please provide the approved IRB protocol number _____

If this project involves the student's use of live vertebrate animals, has it been approved by the Institutional Animal Care and Use Committee (IACUC) at UCI or at the institution(s) where the research was conducted?
 Yes No Not Applicable

If yes, please provide the approved IACUC protocol number _____

Type of Presentation* (Select all that apply):
 Oral Presentation Poster Presentation

Optional: If you chose an oral presentation, do you have any time restrictions which prohibit you from presenting in either the morning or the afternoon?
 Yes - I can only present in the morning: Oral Session I (8:30 - 10:20 AM)
 Yes - I can only present in the afternoon: Oral Session II (3:00 - 4:50 PM)
 No - I can present in either the morning or afternoon session.

Equipment Needed for **ORAL** Presentation (check all that apply)
(Please note: You will be notified if we are not able to provide all your requests.)

Overhead Projector and Screen
 35mm Slide Projector and Screen
 Video Cassette Player and Television
 Multimedia Audio Player (CD, Tape)
 Dance/Drama Space
 Piano
 Projector for Computer Presentation

If using a Projector for Computer Presentation, select one of the following:
 Using Student's Own Laptop with Appropriate Connectors (if Mac)
 Using UROP provided PC (not Mac) computer

If using a UROP-provided PC (not Mac) computer, answer the following:
What type of media is your presentation on?
 Floppy Disk CD-ROM USB Flash Drive
Additional Software/Hardware Needs:
 PowerPoint Internet Connection

Other (please specify) _____

Equipment Needed for **POSTER** Presentation (check all that apply)
(Please note: You will be notified if we are not able to provide all your requests.)

Easel
 Display Table
 3' (height) by 4' (width) Poster Board (can ONLY be requested if you cannot transport your own poster board or if purchasing a board will be a serious financial burden.)
 Other (i.e., any additional easels, tables, etc. that you need):

Double-check that your information is correct, then click the Continue button.

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