

SYMPOSIUM PRESENTATION & ABSTRACT **SUBMISSION PROCESS AND GUIDELINES**

The 2019 UCI Undergraduate Research Symposium will take place in the UCI Student Center on Saturday, May 18, from 7:30 a.m. to 5:00 p.m. These *Guidelines* describe the process for submitting your presentation information.

Presentation & Abstract Submission Form **Process**

Undergraduate students who wish to present their faculty-mentored research or scholarly/creative activity at the UCI Undergraduate Research Symposium must complete the Presentation & Abstract Submission Form, which is due no later than Monday, April 22, 2019. **You must submit an abstract even if you have received funding from UROP and are required to present at the Symposium**

To begin the submission process, click “Presentation & Abstract Submission Form” on the UROP Symposium Web page: <http://www.urop.uci.edu/symposium.html>

Plan to provide the following:

- The number of student presenters and faculty mentors associated with the project and presentation
- Contact information on all presenters and mentors
- An electronic copy of the project’s abstract, formatted according to the [Abstract Guidelines](#)
- Whether or not your faculty mentor has approved the abstract
- Presentation details, including the title, type (oral or poster), and area of research
- Additional equipment you require for the presentation

When you complete the submission process, a confirmation e-mail is sent to the presenter(s) and faculty mentor(s). This confirmation includes a code that allows access to update the submission. All changes must be completed by the submission deadline.

The review process begins after the submission deadline passes. Once the review process is complete, the student presenter(s) and faculty mentor(s) receive an e-mail that notifies them whether their submission was accepted, not accepted, or needs to be modified and resubmitted (as quickly as possible) for additional consideration.

Once a submission has been accepted, the presenter(s) and their faculty mentor(s) receive an e-mail that notifies them of the time and place of their presentation. It also includes instructions for using an automated system to send e-mail invitations to family, friends, and other contacts. Faculty mentors can also use this system to invite their colleagues to presentations by their students. The invitations introduce guests to the Symposium and include a schedule and directions to the UCI Student Center.

Presentation Format Submission **Guidelines**

Poster Presentations

Poster presentations are displays on poster boards. Poster boards must be 3' or 4' (height) by 4' (width), and can be purchased at a stationery, office supply, or art supply store. In special cases, a table may be used instead of a poster board.

Posters must meet these minimum requirements:

- Posters must be readable from at least four feet away.
- The presentation title must be at least two inches high.
- Beneath the title, the name(s) of the student author(s), and the name and department of the faculty mentor(s) must be at least one inch high.

See the [Presentation Guidelines](#) for more specific information on how to prepare a poster presentation.

Posters should be prepared in advance. If this is not possible because of difficulty transporting your poster board, a poster board can be requested for the day of the Symposium. Please note that we provide only 3' by 4' poster boards. Pushpins, glue, and other materials needed to assemble the poster board will also be available, along with a room for poster assembly.

Presenters must be available to discuss their displays during the poster session.

Oral Presentations

Oral presentations are limited to a maximum of 15 minutes, followed by a three-minute question-and-answer period. This schedule will be strictly enforced. See the [Presentation Guidelines](#) for tips on preparing an oral presentation.

Important Dates

Submission Deadline

Monday, April 22, 2019

Notification of Acceptance

Wednesday, May 1, 2019

Day of Symposium

Saturday, May 18, 2019

Performing Arts/Visual Arts Presentations

Performing Arts/Visual Arts presentations are considered Oral Presentations since they are executed in the same format: up to 15 minutes for a performance, followed by a three-minute question-and-answer period. Performing arts presentations may include creative activities in music, dance and theater; visual arts presentations can be done in drawing, painting, printmaking, photography, sculpture, ceramics, mixed media, video and film. The number of abstracts accepted in the performing arts or in the visual arts may be limited by available space.

An abstract is required for presenters in the performing arts or the visual arts. A performing arts abstract should describe the performance. Visual arts abstracts should describe the visual art research question, methodology, and outcomes. Artwork must be serial in nature. Abstracts may include references to online samples of the artist's work.

Music

Participants may perform in one of these categories:

1. Original composition
2. Composition in the style of a specific musical period, style, or composer
3. Arrangement
4. Performance
5. Lecture recital
6. Research and/or analysis

Available resources include playback for recordings and a piano.

Symposium Etiquette

The UCI Undergraduate Research Symposium is not only a forum to present your achievements as an undergraduate researcher, but a celebration of a community committed to excellence and expansion of knowledge. Be an active part of this community and support your peers, who have also experienced the trials and successes of the research process, by attending their presentations and learning about the research they have completed. Whether you are participating as a presenter or as an audience member for the oral presentations, please show respect and courtesy for your fellow researchers throughout the entire session. If you must leave during a session, please inform the student room monitor that you need to leave early; they will assist you in leaving the room between presentations.

Dance

Participants may perform solo and small ensemble (up to four dancers) works in modern dance, jazz, or ballet.

Theatre

Participants may present monologues or scenes (up to five actors).

Drawing, Painting, Printmaking, Photography, Sculpture, Ceramics, and Other Applied Arts

At the Symposium, all studio artists are required to give an oral presentation, complete with a PowerPoint presentation and/or slides. Oral presentations are required to cover visual research questions, methodology and outcomes. Slides can be used to cover the historical progression of the work and ideas as well as visual connections with other artists.

Video and Film

Video presentations must be on DVD or 1/2-inch VHS tape, and film is to be 16mm only.

Symposium Schedule

Registration

7:30 – 4:00 p.m.

Continental Breakfast

7:30 – 10:00 a.m.

Oral Presentation Session I

8:30 – 10:20 a.m.

Keynote Address/Awards Ceremony

10:30 – 11:50 a.m.

Lunch/Dance Performance

12:00 – 1:20

Poster Session

1:30 – 2:50 p.m.

Oral Presentation Session II

3:00 – 4:50 p.m.