UTC Fall Research Conference Presenter Guide

Conference Details

The 2022 *virtual* UTC Fall Research Conference will be hosted via the Symposium by ForagerOne online conference platform. Conference presentations (posters, videos, etc.) will be available for viewing on demand between Thursday, August 25 and Friday, August 26, 2022. Conference attendees/visitors **do not** need to pre-register on the Symposium by ForagerOne conference platform to view presentations.

Important Dates

- Presenters must submit presentation materials on the **Symposium by ForagerOne platform** by **11:00pm on Sunday, August 21, 2022.**
- UTC Fall Research Conference will be held virtually via Symposium on Thursday, August 25 and Friday, August 26, 2022.
- Access branded presentation templates (for poster and oral presentations) on the Office for URaCE website.

How to Submit Presentation Materials on the Symposium by ForagerOne Online Conference Platform

Questions? Contact the Office for URaCE Team at urace@utc.edu

Access the presenter materials submission form via this link:
https://symposium.foragerone.com/utc-undergraduate-research-conference-2022/submission

Enter your first and last name, e-mail address, level of study, major/discipline and home institution. ***NOTE: If you are a UTC student, please use your UTC email address. If you use another address, you will NOT be recognized in the system, and you will not be able to upload your materials.***

> If you are NOT a UTC student, please use your official school e-mail address.

1. If applicable, enter co-author(s)' information (name, e-mail address, level of study, major/discipline).

2. Enter the project title.

3. Paste the project abstract or description into the form fields.

4. Select the subject field(s) that best match your project. You may select multiple subject fields.

5. Click the appropriate checkbox if your project involves research using animals or human subjects, and contact the Office of Research Integrity to confirm that your project is eligible to be included in the virtual conference.

6. Upload presentation media (see details below).

Symposium by ForagerOne Media Options- Technical Details

- Poster/slide deck files must be saved in pdf files. The file size must not exceed **10 MB.** If the file is larger than 10MB, you will receive an error message during the submission upload process, and the file will not be accepted.
- If you are uploading a video, you must upload the video to YouTube and insert the video link with your submission.

Media Option 1: PDF (*poster or slide deck presentation*) **+ optional video**
Project poster or slide deck presentation (pdf files only). The PDF file must be not exceed 10MB. Use Smallpdf.com or another online tool to compress your file if necessary.

*Video Link (Optional): *Record a short presentation video with sound (3-15 minutes),and upload the video to YouTube. Please make the YouTube video settings as UNLISTED**. NOTE: Only YouTube links are supported. Submit video link with your submission.*

Media Option 2: Video/Screencast only

Video Link: Record a short video presentation, slide deck screencast, or performance (3-15 minutes), and upload the media file to YouTube. Please make the YouTube video settings as UNLISTED**. NOTE: Only YouTube links are supported. Submit the link with your submission.

Important Information
- Presentation materials uploaded to the Symposium tool by ForagerOne website will be available on demand on the internet. Before you upload materials to the conference platform make certain that you are familiar with copyright laws, and intellectual property protocols.
- Detailed information about copyright and fair use may be found on the UTC Library Copyright and Fair Use Information page. It is recommended that you meet with a librarian for questions related to copyright and fair use.
- For more information about research and intellectual property contact the Office of Research and Sponsored Programs ORSP@utc.edu

How to Join the Virtual Conference between August 25 and 26, 2022

Access the conference via this link https://symposium.foragerone.com/utc-undergraduate-research-conference-2022
Beginning on Thursday, August 25th, presentations will be available for viewing on demand via the link above. Registration is required to access live conference events (if applicable) or to comment on presenter presentations.
NOTE: The link above will not be "live" until the morning of August 25, 2022.

Create an Account on the Conference Platform
**To view live events or to comment on presenter presentations, you will need to create a Symposium account. See instructions below.

1. Go to: https://symposium.foragerone.com/account/profile
2. Enter your UTC email (@mocs.utc.edu OR @utc.edu). Create a password. Note: If you participated in an UTC REU, please use your temporary (affiliate email address).
3. Enter your first name and last name. Select **sign up**. Once you sign up you will receive a confirmation e-mail.
4. Confirm your registration by clicking on the link in the confirmation email. Once you click this link you will be directed to the Symposium by ForagerOne login page.

During the Conference
How to Use Comments Tool
- *Conference presenters may engage with attendees via the "Comments" tool within the Symposium platform. This tool provides a fun and accessible way for presenters and conference attendees to share ideas, ask questions, and provide feedback.*

- **How You Can Use the Comments Tool to Engage with Conference Attendees:**
  - *Example: Post a day/time you will be available to "live post" during the conference. For instance, you can post something like this in the Comments tool: Hello! Thank you for visiting my project. If you have specific questions about my research, I will be online answering comments on Thursday, August 25 between 3-5 pm (EST). I hope to see you then!*
  - *Example: You can pose a question or two in the Comments tool for visitors to ponder, or answer in Comments*
  - *Example: You can solicit feedback about your project. For instance, you can post something like: Hello! Please feel free to leave comments or ask questions about my project. I will be checking the Comments tool all week.*

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