

Fall 2017 Innovate UNO – Undergraduate Research, Scholarship, & Creativity Showcase – Submission Guidelines

Eligibility

- All current undergraduate students or students whose work was completed as an undergraduate at UNO may participate.
- Work needs to be completed under the auspices of the University of New Orleans.
- All university undergraduate disciplines may participate.

Students wishing to participate in InnovateUNO at the University of New Orleans must first submit an abstract (or project summary) for review. The best judged submissions in the oral presentation, poster presentation, art, and performance categories will be automatically nominated for participation in the University of Louisiana System Academic Summit at the University of New Orleans on April 19 - 20, 2018.

Timeline

August 23, 2017	Abstract Submission Open
September 15, 2017 (11:59 PM CST)	Abstract Submissions due date
Oct. 4, 2017	Notification of acceptance
Oct. 20, 2017	Notification of your presentation time and location
Oct. 23-25, 2017	Submission of supporting materials (PowerPoint presentations for Oral presentations)
Nov. 1 - 2, 2017 (Wed. & Thurs.)	InnovateUNO: Earl K. Long Library (4 th floor)

Prior to the submission process students should confer with their academic advisor, faculty mentor, or project sponsor for guidance.

Abstracts

An abstract is required for all presentation types.

The **abstract** is a condensed version of your whole project. By reading it, the evaluator should understand the nature of the research question investigated or the work created. Although the content will vary according to field and specific project, all abstracts, whether in the sciences or the humanities, must:

- Be written, using complete sentences in paragraph form and not as a bulleted list
- Have a title that should be appropriate
- State, in clear terms, the central research question or creative work and the purpose of the research or work
- Provide a brief description of the research methodology or artistic statement

- Provide results, if applicable
- Include the conclusions reached or, if the research is in progress, what the preliminary results of the investigation suggest, or what the research methods demonstrate; creative projects must include the educational, aesthetic, or other important qualities of the work
- Be well organized
- Be no more than 250 words in length (not including title and authors)

All abstracts will undergo review by a panel of faculty members. Abstract reviewers will evaluate submissions based on the criteria listed above and will assess overall merit within the context of the specific academic discipline. There is a limit of one abstract submitted per primary presenter. Selected submissions will be archived in and made openly available for downloading through ScholarWorks@UNO, if permission is granted by the student.

I. Oral Presentation Guidelines

A. PowerPoint Presentations

- 1) Plan for a 12-minute oral presentation and allow 3 additional minutes for questions. A total of 15 minutes will be allowed for oral presentations. This schedule will be strictly enforced. If your presentation is less than 12-minutes, that is fine.
- 2) Oral presentations are held in technology classrooms, which contain a Windows computer that projects onto a large screen. Each Windows computer is configured with Windows and Microsoft Office, including Word, Excel, and PowerPoint.
- 3) Presenters *must* use the Windows computer provided.
- 4) All classrooms are equipped with a multimedia LCD projector.
- 5) The recommended format for presentations is Microsoft PowerPoint, using one of the following extensions (.pptx, .ppt, .pps, .ppsx), although files saved in older versions of PowerPoint should be compatible.
- 6) MAC compatible programs are **not** available.
- 7) From Oct. 23, 2017 – Oct. 25, 2017, presenters should either email their presentation to innovate@uno.edu **or** bring their presentations to Liz Sigler in Administration Bldg., Room 1005, to ensure that their USB flash drive and/or CD/DVD are loaded on the computers prior to the event and to ensure that the programs open properly on the Windows computer provided.
- 8) As a backup, for the day of the event, presenters should bring any digital presentation materials on a USB flash drive and/or CD/DVD. No other documents should be on the flash drive and/or CD/DVD, in case the primary digital memory device does not work.
- 9) Online projects, such as short, streaming video segments and online exhibits, can also be displayed or demonstrated using these computers

The following websites (and many others) provide additional tips for creating and giving oral presentations but please be sure to follow the guidelines listed above.

<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC1857815/>

<http://go.owu.edu/~dapeople/ggpresnt.html>

<https://www.youtube.com/watch?v=Iwpi1Lm6dFo>

<http://fishculture.fisheries.org/professional-development/tips-on-giving-presentations/>

B. Film Presentations

- 1) Students may present original film or video projects up to 15 minutes in length (excerpts acceptable) with five additional minutes allotted for questions.
- 2) A Windows compatible digital video file or a DVD may be submitted for archival purposes.
- 3) Playback resources available during presentation are PC, CD, and DVD.
- 4) From Oct. 23, 2017 – Oct. 25, 2017, or sooner, presenters should either email their presentation or a link to the video to innovate@uno.edu **or** bring their presentations to Liz Sigler in Administration Bldg. Annex, Room 1005, to ensure that their USB flash drive and/or CD/DVD are loaded on the computers prior to the event and to ensure that the programs open properly on the Windows computer provided.

II. Poster Presentation Guidelines

- Poster presentations are displays on poster boards and must be prepared in advance.
- Laptops or tablet devices may be included as part of poster presentations. They may supplement a traditional poster or serve as a central part of a presentation, but these devices must be provided by the presenter
- Each presenter is provided with one side of a freestanding display board. Posters should be a single sheet and be no more than 48” W x 36” L inches to fit on the display board.
- Pushpins will be provided for mounting posters on the provided display boards. No other mounting method is acceptable. Posters must be light weight so that they can be secured using push pins.
- Presenters must be available to discuss their displays during their assigned session. Posters must be readable from at least three feet away.
- InnovateUNO reserves the right to cancel a presenter's poster session if the above requirements are not met.
- Required elements of the poster include: Title (font at least 2” high), Authors, Abstract, Introduction, Methods, Results, Conclusions, Literature Cited. All text should be easily read from 3 feet away from the poster.
- Posters that do not meet these guidelines will not be displayed.

The following websites (and many others) may be useful for additional poster construction information, but please be sure to follow the above guidelines for the Student Poster session.

http://www.kumc.edu/SAH/OTEd/jradel/Poster_Presentations/PstrStart.html
http://www.uwa.edu.au/_data/assets/pdf_file/0007/623527/Preparing_your_conference_poster.pdf
<http://guides.nyu.edu/posters>
<http://colinpurrington.com/tips/academic/posterdesign>
<http://libweb.lib.buffalo.edu/guide/guide.asp?ID=155>
<https://www.ncsu.edu/project/posters/ExamplePosters.html>

III. Performance

A. Dance Performances

- 1) Dance performances may be up to 5 minutes in length with five additional minutes allotted for questions. Students should provide an MP3, AIFF, or WAV file containing the proposed audio track to be used during the performance.
- 2) Playback resources available during presentation are PC, CD, and DVD.
- 3) Digital video of the performance may be submitted for archival purposes

B. Drama/Theater/Literary Performances

- 1) Students may present monologues or scenes (up to five actors) or may present oral renditions of original poetry or prose. Performances can be up to 10 minutes in length with five additional minutes allotted for questions.
- 2) Students should provide an MP3, AIFF, or WAV file containing any sound needed for the performance
- 3) Playback resources available during presentation are PC, CD, and DVD.

C. Music Performances

- 1) Music performances may be up to 5 minutes with five additional minutes allotted for questions.
- 2) Performances can be in one of the following categories:
 - a) Original composition
 - b) Composition in the style of a specific musical period, style, or composer
 - c) Arranged musical work
 - d) Performance
- 3) A digital audio recording of original and non-copyright protected performances may be submitted for archival purposes.

IV. Visual Artwork

- For Visual Artwork, students will have six linear feet of wall space or nine square feet of floor space and may display up to two pieces. (Larger pieces may be considered if space allows).
- Submissions must include the following and are due by the regular abstract submission deadline:
 1. Title, year, medium and dimensions (H x W for 2-D; H x W x D for 3-D)
 2. An artist's statement. The artist statement should address the artist's goals and focus for a work or body of work. It also often describes the technical methods used to create the piece.
 3. All 2-D artwork must be exhibition ready with D-rings and or wire.
 4. One to four images of the completed work or work in progress. Provide a high-resolution image in jpeg or PDF format, not to exceed 3MB. Images should not exceed 1800 pixels on the largest side. A digital image of the completed work should be provided to innovate@uno.edu
 5. Identification of special equipment needed for exhibition of work, if any.
 6. While UNO allows for more than one submission from each student for InnovateUNO, the UL System only allows for 5 total submissions coming from different students for the UL Academic Summit.