*Innovate*UNO

2023 Presenter Manual

What is *Innovate*UNO?

UNO's annual research symposium spotlights the investigative work being conducted on our campus and in our research community. If you are engaged in research, scholarly, creative, or innovative projects, you can use this platform to test your ideas, network with your peers, and share your success. Students can even win awards! Undergraduate and graduate students, faculty, and staff can present their work as oral presentations, art displays, performances, or film screenings.

THE UNIVERSITY *of*
NEW ORLEANS

OFFICE OF RESEARCH

Table of Contents

The table of contents is hyper-linked—click on any item to review it.
Hit ***Alt + LeftArrow*** *to return to your previous location after clicking any document link.*

Eligibility & Guidelines

All current faculty, staff, and students at UNO may participate. All academic disciplines are encouraged to participate.

Work needs to be completed under the auspices of the University of New Orleans. This includes but is not limited to course/group projects, funded/non-funded projects, and projects completed in conjunction with internships/partnerships that are part of a UNO collaborative.

> ### Make sure to read How to Give a Good Presentation

Presentation Categories

Short, Individual Time Slots in Rooms

- **ORAL PRESENTATIONS:** Presenters develop a slideshow and deliver a 13-minute lecture on their research, with three minutes remaining for questions from the audience. [Unique Guidelines]

- **PERFORMING ARTS PRESENTATIONS:** Presenters perform a piece of dramatic or musical art (self-composed or otherwise) in a 13-minute time slot, with three minutes remaining for questions from the audience. [Unique Guidelines]

- **FILM PRESENTATIONS:** Presenters develop a 13-minute film and screen it for the audience, with three minutes remaining for questions. [Unique Guidelines]

Long, Communal Time Slots on Bulletin Boards

- **POSTER PRESENTATIONS:** Presenters develop a poster (maximum size 48" wide x 36" tall) featuring information about their research, then stand beside their poster for one and a half hours, discussing the project with passers-by. [Unique Guidelines]

- **VISUAL ARTS PRESENTATIONS:** Presenters develop a work of visual art, then stand beside their artwork for one and a half hours, discussing the project with passers-by. [Unique Guidelines]

Awards

UNO students will be eligible for cash prizes in every category, including the Privateer Choice awards.

Undergraduate students will also be eligible for conference-wide Tolmas Prize awards, and those who place in their categories may be invited to the ULS Academic Summit.

How to Register

Presenters must register through Eventbrite. During the registration process, you will enter your:
- UNO ID
- Department *and* project specialty
- Presentation category (oral, visual arts, performing arts, film, poster)

- Presentation title
- 250-word abstract or statement of work (you may write "In Progress" if you do not have an abstract yet)
- Mentor name and email address, if applicable
- Co-presenters and/or non-presenting collaborators, if applicable

Group Presentations

If you will be presenting with a group, the group must identify **one person** to be the lead presenter. **Only the lead presenter** should register through Eventbrite; the lead presenter should list any co-presenters and/or collaborators. Whenever any instructions refer to the "presenter" or "presenter name," in the case of group presentations, we mean the **lead presenter**.

Abstracts & Statements of Work

The abstract or statement of work is a condensed version of your project. By reading it, judges and attendees should understand the nature of the research, inquiry, or exploration made by your work. Clarity, completeness, spelling, grammar, and readability should be considered in composing the abstract or statement of work.

The abstract should be no more than 250 words. All abstracts, regardless of academic discipline, must include:
- A statement of objectives
- Summary

Abstracts for **data-driven** projects must also include:
- Methods by which the data were obtained
- Results
- Conclusion

Statements of work for **film/art submissions** should include the genre and the premise behind the work.

Contact Information

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Lead *Innovate*UNO Organizer
Office Manager, UNO Office of Research
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Elizabeth "Liz" Sigler
Director, Center for Undergraduate Research & Creativity
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Timeline & Schedule

Event Dates & Deadlines

- **November 14-15, 2023:** Symposium

- **November 16, 2023 at 1:30 PM:** Awards Ceremony

Date	Event/Deadline
August 21, 2023	**Registration Opens**
October 2, 2023	**Participants' Registration Closes** After this date, you can no longer register to present at *Innovate*UNO.
October 16, 2023	**Notification of Acceptance** The Office of Research will notify you if your application to present has been accepted.
October 16, 2023	**Judges' Registration Closes** After this date, you can no longer register to be a judge at *Innovate*UNO.
November 1, 2023	**Abstracts Due** After this date, you can no longer submit or modify the abstract for your project.
November 6, 2023	**Notification of Presentation Time/Location** The Office of Research will notify you of your exact presentation time and location on this date.
November 8, 2023	**Presentation Materials Due** If you are giving an oral presentation, film presentation, or visual arts presentation, you must email the relevant presentation materials to innovate@uno.edu by 4:30 PM. Relevant materials are listed in the individual category guidelines.
TBD	**Visual Arts Set-Up** Visual arts presenters must deliver their work to the Fine Arts Gallery.

November 13, 2023	**Poster Set-Up** **Poster presenters must deliver their poster to LIB 410 on November 13, 2023 between noon and 4:00 PM.**
November 14-15, 2023	***Innovate*UNO Research Symposium** Attend presentations on research, creativity, and scholarly projects by UNO students, faculty, and staff!
November 14, 2023 at 4:00-7:00 p.m.	**Start Up Event presented by The Beach at UNO**
November 16, 2023 at 1:30 p.m.	***Innovate*UNO Awards Ceremony** The Office of Research will host the *Innovate*UNO Awards Ceremony in the UC Ballroom.

Schedule of Events

All events will take place in the Earl K. Long Library unless otherwise noted.

Tuesday, November 14, 2023

9:00 - 10:30 AM
LIB 407
Oral Presentations: College of Liberal Arts, Education, & Human Development
10:30 AM - 12:00 PM
LIB 410
Undergraduate Poster Presentations: All Disciplines
12:00 - 1:00 PM
LIB 408
Lunch
1:00 - 4:00 PM
LIB 407
Oral Presentations: College of Sciences
Performing Arts

Wednesday, November 15, 2023

9:00 AM - 12:00 PM
LIB 407
Oral Presentations: College of Engineering
Films

12:00 - 1:00 PM
LIB 408
Lunch

1:00 - 2:30 PM
LIB 410
Graduate & Faculty Posters: All Disciplines

2:30 - 4:00 PM
LIB 407
Oral Presentations:
College of Business Administration
College of Liberal Arts, Education, & Human Development

4:00 - 5:30 PM
Fine Arts Gallery
Visual Arts Presentations

Thursday, November 16, 2023

*Innovate*UNO Awards Ceremony will be hosted in the UC Ballroom; lunch will be provided.

How to Give a Good Presentation

Tips & Tricks

- **PRACTICE**! You should practice delivering your presentation before presentation!

- **KNOW YOUR AUDIENCE!** Attendees at *Innovate*UNO include faculty in your discipline and students wholly unfamiliar with it. Your presentation should be detailed enough for your professor, but accessible enough for a general audience.

- **TAKE ADVANTAGE OF RESOURCES!** There are many resources online for delivering killer presentations. Do your research! Here are some good starting points: [Ten Simple Rules for Good Oral Presentations]

- **REACH OUT TO THE ORGANIZER!** *Innovate*UNO is organized by Svetlana Pizzati, office manager for the UNO Office of Research. Her email address is spizzat1@uno.edu—reach out to her with ANY questions or concerns!

Presentation Guidelines

Oral Presentations

All oral presentations must adhere to the following guidelines:

- Presentations must be saved as a Microsoft PowerPoint file using one of the following extensions (.ppt, .pptx, .pps, .ppsx).
- Oral presentations must be **12 minutes or shorter**. A maximum of three minutes will be allowed for questions and room changes.
- Presenters must email their PowerPoints to innovate@uno.edu by November 8, 2023.
- Moderators are instructed to adhere to the time schedule. For the 15-minute time slot, presenters will have 12 minutes to present with the remaining 3 minutes allocated to questions and room changes.
- Moderators are responsible for ensuring talks start and end on time. Moderators may continue accepting questions for a speaker during the room change period.
- Moderators should not introduce a presentation until its scheduled time.
- Each presentation room will be provided with a projector, laptop/computer (PC format ONLY. **No Mac computers will be provided**), and a projection screen.
- **Personal laptops cannot be used** for oral presentations.

Poster Presentations

In Spring 2023:

- Undergraduate students will present posters on **Tuesday, November 14** from **10:30-12:00 PM**.
- Graduate students and faculty/staff members will present posters on **Wednesday, November 15** from **1:00-2:30 PM**.

Note: The deadline for printing posters at the Earl K. Long Library will soon be announced. Visit the Library's website for information about how to make your poster! When you're ready to print, email libtech@uno.edu to schedule a printing appointment. Review the Library page for the costs of printing your poster. Posters can also be printed by an outside vendor of your choice.

- Posters may not be larger than 48″W x 36 ″L, although posters may be printed in a smaller format.
- Posters must contain a title, abstract, introduction, methods, results, conclusions and literature cited sections.
- Posters must be attached to display boards using pushpins. Tape and velcro are not allowed. Pushpins will be available on each display board.
- Posters that do not meet these guidelines may not be displayed.

Poster Session Schedule and Set-up/Take-Down

Poster set-up begins in LIB 401 on Tuesday, March 7 at 12:00 PM and runs until 4:15 PM. Poster display boards will be numbered. Presenters must attach posters to the assigned display board number. Take-down by presenters must occur no later than 4:30 PM on Thursday, March 9, 2023.

Visual Arts Presentations

In Spring 2023, all visual arts presentations will be held on **Wednesday, November 15, 2023** from **4:00-5:30 PM** in the Fine Arts Gallery.

Submissions may include: painting, drawing, printmaking, photography, ceramics, sculpture, graphic design/illustration, mixed media, animation or digital media including video art. Artwork must be able to fit though a standard doorway in whole or in part. 3-D works that require assembly or installation will be permitted, but must be installed by the artist.

The artist must email a .jpg of their work to innovate@uno.edu by November 8, 2023.

Visual Artwork Session Schedule and Set-up/Take-Down

All visual arts presentations will be displayed in the Fine Arts Gallery. Visual arts presenters must deliver their work to the Fine Arts Gallery before November 10, 2023 at 10:00 AM.

Performing Arts Presentations

In Fall 2023, performing arts will be presented on **Tuesday, November 14 between 1:00 PM and 4:00 PM** in 15-minute time slots. Organizers will contact performers with their assigned presentation times.

Please note the following guidelines and restrictions:

- Two minutes for set up/break down maximum
- One microphone will be available
- Wireless microphones will not be available
- Lighting changes are not available
- Performers are expected to assist with their own set-up

Film Presentations

In Fall 2023, films will be presented on **Wednesday, November 15 between 9:00 AM and 12:00 PM** in 15-minute time slots. Organizers will contact film presenters with their assigned presentation times.

- Email your film or a link to your film to innovate@uno.edu by November 8, 2023.

- Presentations of films must be **12 minutes or shorter** including both the length of the film and the length of the presenter's commentary. A maximum of three minutes will be allowed for questions and room changes.

- Moderators are instructed to adhere to the time schedule. For the 15-minute time slot, presenters will have 12 minutes to present with the remaining 3 minutes allocated to questions and room change.

- Moderators are responsible for ensuring talks start and end on time. Moderators may continue accepting questions for a speaker during the room change period.

- Moderators should not introduce a presentation until its scheduled time.

- Each presentation room will be provided with a projector, laptop/computer (PC format ONLY. **No Mac computers will be provided**), and a projection screen.

- **Personal laptops cannot be used** for presenting films.

How to Submit Your Presentation Materials

All presenters must provide the organizers with presentation materials ahead of the November 14-15 presentations. The materials that must be presented are different for every presentation category.

Oral Presentations

If you are giving an oral presentation, you must email your slideshow to innovate@uno.edu by November 8, 2023 at 4:30 PM. Your slideshow will be pre-loaded and tested on the computer in your presentation room.

Poster Presentations

If you are giving a poster presentation, you must deliver your poster to LIB 401 on November 13, 2023 between 12:00 PM and 4:00 PM.

Posters may be retrieved on November 15, 2023 before 4:00 PM.

Visual Arts Presentations

If you are giving a visual arts presentation, you must deliver your work to the Fine Arts Gallery before November 10, 2023 at 10:00 AM. Contact Jeff Rinehart at jrineha1@uno.edu.

Information on retrieving your artwork will be added here at a later date.

Performing Arts Presentations

If you are giving a performing arts presentation, you must email any audio or visual materials you expect to be broadcast from the room's computer to innovate@uno.edu by November 8, 2023 at 4:30 PM. Your materials will be pre-loaded and tested on the computer in your presentation room.

Film Presentations

If you are giving a film presentation, you must email your film/link and any other relevant presentation materials to innovate@uno.edu by November 8, 2023 at 4:30 PM. Your materials will be pre-loaded and tested on the computer in your presentation room.

Presentation Judging

Volunteer graduate students, faculty, and staff, will evaluate *Innovate*UNO presentations based on rubrics. Students' final scores will be determined by averaging the evaluations of every judge who reviewed the student's presentation. View the rubrics on the *Innovate*UNO website.

All rubrics evaluate presenters based on the quality of their presentations, the quality of their visual aids, and their adherence to the rules and guidelines outlined in this manual.

Award Details

Undergraduate Awards

Undergraduate students who participate in *Innovate*UNO are eligible to receive awards. All students who place in their categories will receive medals.

Individual Category Awards

POSTER PRESENTATIONS
- **First Place:** $200 and an invitation to the ULS Academic Summit
- **Second Place:** $100 and an invitation to the ULS Academic Summit
- **Third-Fifth Places:** Invitation to ULS Academic Summit

ORAL PRESENTATIONS
- **First Place:** $200 and an invitation to the ULS Academic Summit
- **Second Place:** $100 and an invitation to the ULS Academic Summit
- **Third-Fifth Places:** Invitation to ULS Academic Summit

VISUAL ARTS
- **First Place:** $200 and an invitation to the ULS Academic Summit
- **Second Place:** $100 and an invitation to the ULS Academic Summit
- **Third-Fifth Places:** Invitation to ULS Academic Summit

PERFORMING ARTS
- **First Place:** $200 and an invitation to the ULS Academic Summit
- **Second Place:** $100

FILM
- **First Place:** $200
- **Second Place:** $100

Privateer Choice (any category)

- **First Place:** $50

Tolmas Prize (any category)

- **First Place:** $500
- **Second Place:** $300

Graduate Awards

Graduate students who participate in *Innovate*UNO are eligible to receive awards. All students who place in their categories will receive medals.

Individual Category Awards

POSTER PRESENTATIONS
- **First Place:** $200
- **Second Place:** $100

ORAL PRESENTATIONS
- **First Place:** $200
- **Second Place:** $100

VISUAL ARTS
- **First Place:** $200
- **Second Place:** $100

PERFORMING ARTS
- **First Place:** $200
- **Second Place:** $100

FILM
- **First Place:** $200
- **Second Place:** $100

Privateer Choice (any category)

- First Place: $50

Privateer Choice Awards

Both undergraduate and graduate student presenters are eligible for $50 Privateer Choice Awards.

Prizes are awarded to the student presenters who receive the **most votes** from other attendees of the symposium.

Visit the registration desk on November 14-15, 2023 to vote for your favorite presentation! Votes can only be cast in-person on the days of the event. Only UNO students, faculty, and staff may vote, and only one vote may be cast per attendee in each category.

How to Add *Innovate*UNO to Your Resume/CV

*Innovate*UNO makes a great line item for your resume!

Review our handy guide for including your participation in *Innovate*UNO on your resume or CV. Presenters, judges, volunteers, and award winners should all consider including *Innovate*UNO on their resumes!

Links

- *Innovate*UNO website

- Registration (Eventbrite)

- Judges' Rubrics

- Stock Photos: [Pixabay] [Unsplash]

- Schedule of Events

- List of Presentations

- How to Include *Innovate*UNO on Your Resume/CV

NOTE: Some of the above links will not be active until the symposium begins.

Manual Notes

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