



Federation of North Texas Area Universities

VIRTUAL SYMPOSIUM INSTRUCTIONS

General Information

- Master's and doctoral students from any of the Federation campuses (Texas A&M University-Commerce, Texas Woman's University, or University of North Texas) are eligible to participate in the symposium.
- View general details regarding the Symposium at the official [Federation Graduate Student Research Symposium page](#).
- Students will submit their abstract, research poster, and a pre-recorded 5-minute presentation with a written transcript. Students have until March 11th to submit their abstract; after the deadline, the first 20 registrations will receive a confirmation email. ****Students who are waitlisted should still prepare their materials and be ready to present if a spot opens.****

Registration

- UNT students submit their registration through the [UNT online registration form](#).
- TWU students submit their registration through the [TWU online registration form](#).
- A&M-C students submit their registration through the [A&M-C online registration form](#).

Abstract

- The abstract must be submitted in doc, docx, or pdf format to be accepted.
- The abstract must be one-paged, double spaced.
- Place Title, Author(s), Department, University, and Mentor's Name at the top center of the posters. If there is more than one author, identify the presenter(s) with an asterisk.

Place the following info in the following order at the top of your abstract:

(Your name) **Last_name, First_name** and (Co-presenter's name, if applicable) **First_name Last_name**. Co-authors. *Title of the poster*. University, Academic Program (Doctoral/Master's). Mentor: Dr. First name Last name.

EXAMPLE: **Smith, John and Jane Doe**. Dr. Joe Green. *The Requirements for a Symposium's Abstract Submission*. University of North Texas, English (Doctoral). Mentor: Dr. Joshua Chilton.

Research Poster

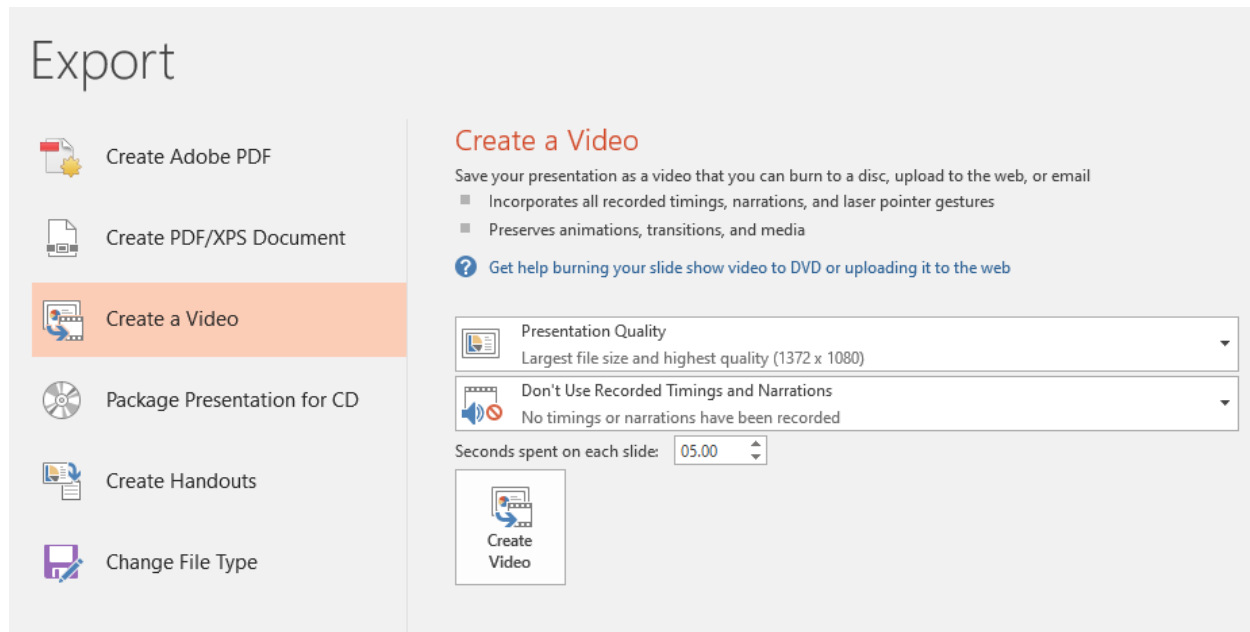
- Your visual research poster will be created in PowerPoint using this [standard template](#). Although it is not required that you use the standard poster template, it is recommended that you start with this file.
- The poster should be understandable to both expert and non-expert audiences.
- Posters should be prepared with simple labels, large print, and a clear sequence from beginning to end and should include:
 - Project title, Presenter and Co-Presenter, if applicable. Author(s), Department, University, and Mentor's Name at the top center of the posters. If there is more than one author, identify the presenter with an asterisk.
 - Abstract
 - Research question, objective, or problem
 - Research theories, methods, or procedures
 - Results and brief conclusions ****bulleted lists are best****

Audio Presentation

- The presenter(s) will record an audio segment of their presentation narrating the contents of their research poster by clicking on the *Insert Tab -> Audio -> Record -> Audio* and then use the audio record start / stop / and pause buttons. You may also pre-record the audio to a device and insert the audio using this same tab.
- The material in this recording would be comparable to the material that would be presented when introducing the study and discussing the highlights of the study to a conference attendee. The duration of the slide when converted to video will roughly equal the total of the audio recordings on each slide. The suggested total time for the video presentation is 3-5 minutes but it must be no longer than 5 minutes.
- Check for noise. Make sure there isn't static or loud noises in the background. Also, make sure you speak loud enough to be heard, slowly, and clearly.
- Per ODA regulations, a written transcript of the audio that is being used for the video must be submitted in doc, docx, or pdf format.

Video Presentation

- From the PowerPoint slide, click *File -> Export -> Create a Video. Export / Create Video* with "Presentation Quality" and "Don't Use Recorded Timings and Narrations" options selected. An mp4 video file will be created and should equal the length of the audio files that were embedded. If a slide does not contain an audio file, the slide will be displayed for 5 seconds unless the default on this screen is modified.



Submission

- Students should email their materials based on their home institutions:
 - UNT students should send their materials to Federation@unt.edu
 - TWU students should send their materials to Federation@twu.edu
 - A&M-C students should send their materials to [Leah Kanaman](#)
- If the file is too large to send via email, Dropbox, Adobe Cloud, or Google Drive sharing are the easiest options. It would likely be easiest to upload all of your submissions to a Google Drive folder and then share the folder with your home institution. This way you're able to do all of them at once.
- Make sure the presentation doesn't require an institution-specific login to access.
- Audio only files are not permitted. Make sure you pair any audio files with an image of your poster in a video as designated by the Video Presentation Instructions.