



Federation of North Texas Area Universities

VIRTUAL SYMPOSIUM INSTRUCTIONS

General Instructions:

- 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 18th to register and submit their abstract; **the first 20 registrations from each university will receive a confirmation email with detailed instructions regarding the poster, recording, and the transcript.**
- **UNT students** will submit their registration through the [UNT online registration form](#).
- **TWU students** will submit their registration through the [TWU online registration form](#).
- **A&M-C students** will submit their registration through the [A&M-C online registration form](#).

Abstract Guidelines:

- 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 bolded text.
- 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** and Co-author(s). *Title of the poster*. University, Academic Program (Doctoral/Master's). Mentor: Dr. First name Last name.

EXAMPLE:

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

Research Poster Guidelines:

- The research poster must be submitted as single PowerPoint Slide or Image in jpg, jpeg, png, or pdf format to be accepted.
- Only one poster per presenter will be accepted.
- 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.
- 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 bolded text.
- Material should be displayed in logical sequence (introduction, development, and conclusion).
- Simplicity, ease of reading, etc., are more important than artistic flair.
- Your presentation should be understandable to both expert and non-expert audiences.

Video Presentation Guidelines:

- The pre-recorded video must not exceed 5 minutes and must be submitted in mp4, avi, or mov format to be accepted.
- Check for noise. Make sure there isn't static or loud noises in the background. Also, make sure you speak loudly enough to be heard, slowly, and clearly.
- A written transcript of the video must be submitted in doc, docx, or pdf format.
- Review your recording prior to submission.