

INSTRUCTIONS TO SUBMIT ABSTRACT

- Upon entering the submission portal, you will need to create an account
- DO NOT use the browser “back” arrow during the submission process or you will need to re-enter some information in the form

Abstract Title = enter the submission title (i.e. The Effects Bullying Has on Children)

Abstract = enter a description of your submission (250 word maximum)

Research Category = the category in which you will be judged

Author Information = choose your information (name, email as shown from creating your account), to add additional author’s click the green + sign and enter information required (up to 10)

Primary Author’s Discipline = choose your major

Primary Author’s Class Standing = choose your year (Freshman, Sophomore, etc.)

Primary Author’s College and Department = select your college and department

- enter information for each additional Author, up to 10. This information will be associated with the order they were entered in the ‘Author Information’ section.

Mentor Name = enter the name AND TITLE of the faculty member or graduate student

Mentor Email = enter the email for the mentor listed

Mentor Department = enter the mentor’s department of employment

Mentor Type = select an option from the menu

Presentation Format = select how your research will be presented

Poster = measurements should be no larger than 36x48, include KSU logo, title of project, name(s) of author including faculty mentor. An easel and foam core for mounting will be provided for all poster presentations. 7-10 minutes maximum length

Oral Presentation= 7-10 minutes maximum in length

Video = you must bring your own equipment, space and power outlet will be provided

Artistic Piece = creative work (dance, theater, music, etc.) will be allotted a maximum of 10 minutes, including set-up and take-down)

Roundtable = discussion tables must have a moderator to maintain flow. 10 minutes maximum length

Upload Submission = upload supporting documentation, i.e. graphs, charts, etc. Do not submit (duplicate) abstract.

Streaming Media = please upload any media files (only permitted formats)

Biographical Sketch and Photo = insert biographical sketch in one file and upload a photo of yourself. If there is more than one author, please insert a biographical sketch for the group in one file and a group photo.

Comments = enter materials that you will be bringing. This will help in planning a location for your presentation.

Research Area = the terms you choose to categorize your work will allow individuals, not associated with Kent State University, to search the web for your project on an international level