

Registering for a Sponsored AES Session

First, we are very glad that you are going to present at AES. Yes! These instructions are meant for students who have been invited by a faculty or staff member to participate in a **sponsored session**. If that is not you, please stop with these instructions now—you want the instructions on how to register for an **open session**. If you are presenting a poster, then you'll want the instructions on how to register for a **poster session**. If your faculty or staff invited you to present in a sponsored session, you will need some information in advance.

In a Group?

Are you participating or presenting as a group? If you are presenting as a group, then make sure that **only one of you** registers—but be sure that you include all of the group members' names.

Information Ingredients

Before you get started, make sure that you have the following information for everyone in your presentation:

1. WOU email
2. Their Major
3. Their academic standing (year in school)
4. Their Hometown
5. Your Faculty Mentor's email. If you are not sure, ask your faculty or staff member.

Getting Started

6. Once you have this information, [follow this link](http://www.wou.edu/pure/academicexcellenceshowcase/for-students/student-presenter-registration/) to the Student Presenter Registration page: <http://www.wou.edu/pure/academicexcellenceshowcase/for-students/student-presenter-registration/>
7. You will need to log in to Portal.
8. You should see a screen that looks like this:

WOU Academic Excellence Showcase: Gregory Zobel

Presentations not yet submitted

Deleted **Presentation ID:** 180 **Title:**

Deleted **Presentation ID:** 198 **Title:**

SUBMIT A NEW PRESENTATION

- a.
9. Click the **Submit a New Presentation button**.

Registering for a Sponsored AES Session

- a. Note: if you need to edit your information, you can come back to this same screen and edit your presentation up to May 8th, 2019.

10. You should now see this screen:

Western Oregon UNIVERSITY
Program for Undergraduate Research Experiences (PURE)

WOU AES Student Submission Form MAIN MENU

Requests are saved as you fill them out. If you would like to leave a draft without submitting or access a previously saved proposal, simply return to the [main menu](#) without submitting your request.

Something not working quite right? Most issues can be resolved by [returning to the main menu](#) and editing your existing proposal.

Please Note: If you have a disability that requires accommodation for your presentation/performance/session, please contact the Office of Disability Services at 503-838-8250 (TTY, Voice). Please provide at least two weeks notice prior to the date of AES for services to be coordinated.

Has your faculty or staff mentor reviewed your proposal and approved it for submission? (required)

Yes

All student submissions for presentations at AES must have the approval of a WOU faculty or staff mentor. To learn more about this requirement please visit <http://www.wou.edu/pure/academicexcellenceshowcase/students/>. The identified and approving mentor(s) will be automatically notified upon completion of this form.

If you do not have a mentor's approval, please discuss your presentation ideas and proposal abstract with a faculty or staff member and ask them for their approval and sponsorship before completing this form.

You must have approval BEFORE submitting or your presentation may not be included in AES.

SUBMIT

Please note: If you have not completed all the required fields, the submit button will not work.

- a.
- b. Be sure to click the YES box.

11. You should now see a single screen full of options.

12. IMPORTANT: If you are part of a group presenting together, make sure that you speak to your mentor so that you have everyone's information before you go any further!

13. Next, you will list the presenters (just you if you are presenting alone or every member of your group if presenting as a group). Here are specific instructions for this part.

WOU email	First Name	Last Name	WOU vNumber	Major	Academic Standing	Hometown	Actions
zobelg@v	Gregory	Zobel	Select...	Select...	Enter as City, State abbreviation	⊕ ⊖
1				2	3	4	5

- a. What type of session are you participating in? (required)
- b. Enter the email address of the first person where 1 is indicated—make sure that you have the right person as there are many people with similar names and email addresses. Once you do this, the first and last name will fill in automatically.
- c. Under Major, 2, select the person's major.
- d. Under Academic standing, 3, select the appropriate standing.
- e. Under Hometown, 4, enter where they are from.

Registering for a Sponsored AES Session

- f. If you need to enter another person, then simply select the PLUS SIGN from where you see the red circle and 5. That will add room for another person. If you need to remove a line, use the subtract sign.

14. Now you need to select your session. Since you are in a sponsored session, you should know what the session title is (if not, ask your Mentor or the Session Chair) and the Session Key. Be sure you do like this:

What type of session are you participating in? (required)

Select...

- ✓ Presentation
- Poster
- Performance

Do you have a session key provided by your faculty mentor(s)? (required) No Yes

Session Key (required)

Wolf19AES

- a.
 - i. Select Presentation
 - ii. Click YES that you have a Session Key
 - iii. Enter in the Session Key: Wolf19AES

15. Once you complete these, you will see a drop-down menu of multiple sponsored sessions.

Select your session (required)

Select...

- A Redneck, a Goth, and a Transconservative Walk into a Mall: Non-Normative Visuals and Nonverbal Communication
- Anthropology Symposium
- Art & Design Portfolio Presentations
- Art & Design Portfolio Presentations
- Chemistry Capstone Seminars
- Computer Science and Information Systems Capstone Projects
- Earth Science Senior Seminar Theme Session - "Forest Hydrology and Geomorphology: Perspectives from the Pacific Northwest"
- Econometrics and Entrepreneurship
- English Studies
- Evaluating Health Programs
- Experiential Learning
- HEXS sponsored sessions
- Hypertext arcade
- Mathematics Capstone Presentations
- Music: Ethnomusicology and Graduate Research Projects
- Philosophy
- Presentations for Willamette Promise Guests Session in Pacific Room
- Telling our stories: How microaggressions shape lived experience
- The session I was told to look for is not yet listed

- a.
- b. Select the session you have been invited to participate in.

16. Next, complete the title for YOUR (individual or group) presentation

Title of your presentation/poster/performance (required)

Capitalize the first letter of each word except for articles like a/an/the. DO NOT USE ALL CAPITALS.

a.
17. Several questions follow:

Registering for a Sponsored AES Session

Are there any accompanists or composers that should be recognized in the program? No Yes

Did your project involve Human Subjects?

i If your project involved human subjects, it is subject to the rules of the [Institutional Review Board](#). Consult a

No Yes

Do you give us permission to publish your work online in partnership with Hamersly Library?

i Western Oregon University may wish to publish your project/presentation/performance online in an electro Showcase.

No Yes

- a.
- b. If there are no composers or accompanists, leave that question with a no.
- c. Ask your Mentor how you should answer the IRB question.
- d. Decide if you allow us permission to publish your work online.

18. The last two parts are important.

- a. Next, identify your Mentor (faculty or staff). Be sure you select their email correctly—do not just leave a comma or try to spell it out: select it from the drop-down options. If you have more than one mentor, you can add a second one.

Faculty and/or Staff Mentor(s)

i Use the + and - buttons to add and remove lines.

i Please list each mentor on a separate line.

i DO NOT use titles such as Dr, Ms, or Mr

Email	First Name	Last Name	Actions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/> <input type="button" value="↑"/> <input type="button" value="↓"/>

- b.
- c. Finally, there is the abstract.
 - i. If you do not have the abstract now, select the first option.
 - ii. If you have an abstract (or image if you are presenting art), you may select the second or third or fourth option.
- d. The deadline for submitting an abstract is May 15th. If you miss this date, you can still present at AES. However, if you miss the deadline, the abstract won't appear. If you miss the deadline, you will have an opportunity in June to add your digital abstract.

19. Hit Submit in the lower right.

- a. If Submit does not work, make sure that ALL of the required fields are completed.

20. If you have any technical problems, be sure to take a screenshot of what you see and contact your mentor so that they can solve the problem with AES.

Registering for a Sponsored AES Session