

Registering for an Open AES Session

First, we are very glad that you are going to present at AES. Yes! These instructions are meant for students who want to participate in an **open session**. If you have been invited by a faculty or staff member to participate in a **sponsored session**, then you will need those instructions. Please stop with these instructions now. If you are presenting a poster, then you'll want the instructions on how to register for a **poster session**.

These instructions are for participating in an Open AES Session.

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:**

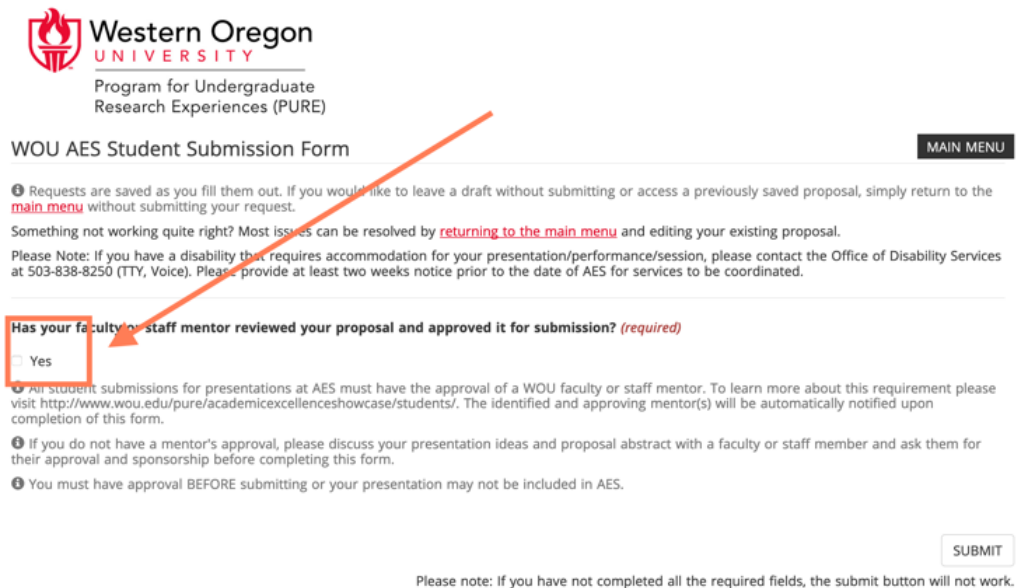
SUBMIT A NEW PRESENTATION

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

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- 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.

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- 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.

- a. Be sure that you select PRESENTATION.
- b. First, you will need to click **Add New Item**

Select the sessions you are interested in participating in, in order of preference.

- 1 Click "Add New Item" to add an item to the list, then use the + and - buttons to add and remove lines.
- 2 Please select the area(s) that your topic best fits in to.
- 3 You may select up to three areas. The AES committee will try to match student submissions to their first choices, but cannot guarantee matches in all cases.
- 4 If you do not see the session you are looking for, you may have been invited to participate in a Sponsored Session. Sponsored Sessions are by invitation only and require a key code from the inviting faculty member. If you have received a key code, please select "Sponsored Session" as the session type and enter it when prompted.

ADD NEW ITEM

Session Name	Actions
No data available in table	

- i.
- ii. Next, select the session you prefer most to join from the dropdown menu. Be sure the session aligns with your presentation's topic. If you are not sure, ask your mentor.

Session Name

▼ Select...

- Behavioral Sciences Symposium
- Deaf Studies and Professional Studies
- History Senior Seminar Presentations
- Interplay of Science & the Arts: Open Session
- Need a session? Join this one!
- No topic preference, but I would prefer afternoon
- No topic preference, but I would prefer morning
- Research and Praxis in Sociology
- The Seabeck Experience
- The session I was told to look for is not yet listed

iii.

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- iv. Then select one or two more sessions that you'd like to join. You can add more lines by clicking the Plus icon.

Actions



v.

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

Title of your presentation/poster/performance *(required)*

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

a.

16. Several questions follow:

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 [IRB](#).

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.

17. 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 dropdown options. If you have more than one mentor, you can add a second on.

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Faculty and/or Staff Mentor(s)

① Use the + and - buttons to add and remove lines.

② Please list each mentor on a separate line.

③ 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.

18. Hit Submit in the lower right.

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

19. 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.