Congratulations on being part of Research and Creative Achievement Week 2022!

This document includes information you need to create and upload your poster and accompanying video and to participate in the live, virtual discussion sessions.

You will upload your poster and short video the week prior to your live discussion session. Judges will review your posters and watch your short video prior to your live discussion session. **Your poster and video should be uploaded by Monday, March 28 by 5:00 PM.**

The links to discussion sessions will be live beginning April 4 at 8:00 am. Please make sure to check your sessions time and make sure you are available for the discussion session.

If you have questions or need additional information, please contact Yvonne Kao at kaoy18@students.ecu.edu or Donna Kain at kaind@ecu.edu.

**Formatting Your Poster**

Students who present in this format will prepare a poster for upload and a short (2-3 min.) video describing it.

- Uploaded poster files need to be in PDF format and under 10MB (as stated on the upload form).
- Posters may be oriented horizontally or vertically.

The ideal poster is designed to attract attention, provide a brief overview of your work, and initiate discussion. There is a max. 10 MB file size limit. Poster formatting tips:

- Place the title of your poster across the top in large letters. Titles in a 60-pt. font will stand out and be easy to read. The minimum font size for poster titles should be 36-pt.
- Include the names of the presenter, co-presenter(s), faculty mentor(s), and department below the title.
- Use at least a 24-pt. font or larger for the main text so that it shows up easily in the virtual environment.
- Use color for highlighting and to make your poster more attractive.
- Use pictures, graphs, diagrams, and graphics to convey your information rather than text whenever possible.
- Limit the text. Your audience will be scrolling through many posters. Most of your audience will likely not read large blocks of text, so use bullets instead of paragraphs whenever possible.
- Use the RCAW Poster Template as a good starting place for your format.
Recording and Uploading Your Video

Poster presentation videos should be 2-3 minutes. Using your phone, video camera, computer, or other device, record your video in landscape mode (sideways).

✓ Include a brief introduction including who you are, your class level, and major.
✓ Focus your video on your research/creativity topic.
✓ Dress in “business casual” attire. Please be comfortable, but t-shirts and formal wear are not required.

Once you have recorded your video, videos should be uploaded to YouTube to provide viewers a link. Use the following directions to upload your video.

- Sign into YouTube Studio. You may need to create a Google account to upload.
- Once logged in, select “Upload video” from the channel dashboard.
- Select the file you would like to upload from your computer or mobile device.
- Publish your video.
- Choose “Unlisted” for your video’s privacy setting so that they do not appear in any public setting.
- Include your link in your presentation submission.

Submitting your presentation

The platform we are using is Symposium in ForagerOne. The platform will be open the week prior to RCAW for uploading your presentations.

1. Go to the ForagerOne platform early so you can register, login, and submit your presentations.
   
   https://symposium.foragerone.com/rcaw2022

2. Login to ForagerOne. If you have not previously registered, you will need to register now.
3. Go to the Submission page and fill out the Symposium Presentation Submission form.

https://symposium.foragerone.com/rcaw2022/submission

When filling out the submission form, the category (or categories) that you chose when you submitted your abstract is the Filter(s) that you select when uploading the project. The Level is your level as a student.
4. Submit your poster by uploading it to the Submission form.

**Presentation Media**

- **Media Type**
  - Poster / Slides (PDF + Video)
  - Oral (Video)
  - Exhibit, Performance, or Demonstration (Video + Video)

**Poster / Slides (PDF + Video)**

Upload a PDF of your poster. PDF must be no more than 10MB in size. If your file exceeds this limit, you can compress the file to reduce its size. We recommend Smallpdf.com or another online tool to compress your file if necessary.

- Upload

**Voiceover Video Link**

Please upload a video (2-3 mins recommended) of you describing your work/poster to YouTube and paste the link below (only YouTube links will be supported). Please make the YouTube video settings as UNLISTED.

- Select File (.mp4)
- Submit

5. Submit your 2-3 minute video by uploading the link to it in the Submission form.

**Presentation Media**

- **Media Type**
  - Poster / Slides (PDF + Video)
  - Oral (Video)
  - Exhibit, Performance, or Demonstration (Video + Video)

**Oral (Video) Presentation Video Link**

Please upload your oral presentation to YouTube and paste the link below (only YouTube links will be supported). Please make the YouTube video settings as UNLISTED.

- Select File (.mp4)
- Submit

6. Click Submit to finish your completed Symposium Presentation Submission.
Preparing for your live discussion session

The purpose of the virtual live sessions is to give presenters and judges a chance to discuss your work. Because this is a judged event, the live sessions are required.

Make sure you know your scheduled discussion time. You will need to be available during the full session. Judges will view your presentations ahead of the meeting and will be available during the discussion session to ask you questions.

1. Login to ForagerOne.

2. Go to the live session area at https://symposium.foragerone.com/rcaw2022/live-session

The Live Sessions will be listed by section (e.g., Graduate Oral – Social Sciences). Find your assigned Live session by scrolling this page.

3. Scroll down to find your session.

4. Click on Access Link. You will automatically go into a WebEx room for your live session.

5. Live session guidelines:
   - Everyone should be muted except for the moderator and speaking students and judges.
   - Each student will briefly review the purpose of their study.
   - Each student will have 3-5 minutes of question/answer time.
   - Attendees should put their questions in the chat box.