

2020 Dennis Dean Undergraduate Research and Creative Scholarship Conference

Presentation Submission Instructions

Deadline: April 22 at 9am

Before you can submit, you must create a 5-minute or less video presentation for the conference. See information on [how to create your video presentation](#).

Now that you have created your video you need to upload it to the conference site.

Step 1: Join the Conference Canvas site

Self-enroll in the conference Canvas site at: <https://canvas.vt.edu/enroll/JC3T9B>

NOTE: Only vt.edu addresses will be accepted. You cannot enroll using an alias email address.

Non-VT presenters will not be required to self-enroll. You will be pre-added to the site.

If you have any issues gaining access to the Canvas site please contact Keri Swaby (email: kswaby@vt.edu).

Step 2: Share your presentation with the conference

1. Go to *My Media* in any Canvas course.
2. Click the pencil/edit icon.
3. On the **Edit** page, click **Actions > +Publish**.
4. This will bring up a list of all courses you have access to under the Heading *Publish in Gallery*.
5. Click the button beside *2020 Dennis Dean Undergraduate Research and Creative Scholarship Conference* (this may show up as the abbreviated course name *Symposium*).
6. Hit **Save**.
7. You have successfully shared your presentation. We will now organize presentations by disciplines and prepare the *2020 Dennis Dean Undergraduate Research and Creative Scholarship Conference* Canvas site for the conference on April 24.

You must complete Steps 1 and 2 before April 22 at 9am

Step 3: Attend the Conference

The conference will be active on the Canvas site *2020 Dennis Dean Undergraduate Research and Creative Scholarship Conference* between 10am and 3pm on April 24. The presentations will be organized by discipline and listed by primary presenter last name.

During the conference time you are expected to:

1. Check the discussion thread on **your Page** periodically throughout the day (between 10am and 3pm) and respond to any posted comments and questions.
2. "Attend" at least three (3) presentations of your colleagues and submit comments/questions during the conference hours.

Invite your faculty, friends and other members of the VT community to attend this exciting day! They can self-enroll in the conference site at <https://canvas.vt.edu/enroll/JC3T9B> to participate on April 24.

If you run into any issues or have any questions, please email Keri Swaby (kswaby@vt.edu).