

2021 Virtual Summer Research Conference

Presentation Submission Instructions

Deadline: July 26 at 9:00am

Before you can submit, you must create a 5-minute or less video presentation for the conference. See instructions on how to create your video presentation.

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

You must complete Steps 1 and 2 before July 26 at 9:00am

Step 1: Join the Conference Canvas site

The conference site will be available after July 20. Self-enroll in the conference Canvas site at:
<https://canvas.vt.edu/enroll/6W3PDF>

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 *2021 Virtual Summer Research 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 research program and prepare the *2021 Virtual Summer Research Conference* Canvas site for the conference on July 29.

Step 3: Attend the Conference

The conference will be active on the Canvas site *2021 Virtual Summer Research Conference* tentatively between 10am and 3pm on July 29. The presentations will be organized by program and listed by primary presenter last name.

During the conference time you are expected to:

1. Check and respond to the discussion thread on **your Page** periodically throughout the day and respond to any posted comments and questions.
2. Log in to the conference and respond in real time to questions and comments in your discussion thread during your assigned timeslot (you will receive this information the week of the conference).
3. "Attend" at least five (5) 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/6W3PDF> to participate on July 29. Please note that non-VT attendees will need to email kswaby@vt.edu to request access to the site and it takes up to 48 hours for approval. So if your friends or family from outside the VT community would like to attend, please ensure that they request permission by 5pm on July 26.

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