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# RESEARCH AND CREATIVE REGISTRATION INSTRUCTIONS

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## REGISTER TO PARTICIPATE

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- Inform ORCA of any scheduling conflicts or special setup I have regarding my presentation - there is a place for these notes in the registration process.
- Upload an abstract to Digital Commons (see instructions on the next pages)

Complete by  
1/20/20 @ noon

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## AFTER RECEIVING THE PRESENTATION SCHEDULE

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- Confirm my assigned presentation time with ORCA
- Send any changes of program information to ORCA
- Invite family, friends, and anyone I see to attend the fair

Complete by  
1/31/20

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## THE DAY BEFORE THE FAIR

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- Drop off my poster at the Milo Bail Student Center between 1:00 – 4:00pm
- Assure I have a backup copy of my presentation file accessible via web or portable usb.

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## THE DAY OF THE FAIR

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- Arrive at the Milo Bail Student Center at least 20 minutes prior to my presentation time
- Check in at the registration table to get my name tag
- Locate my poster's location/presentation room and be there at least 10 minutes prior to my scheduled start time
- Have lunch in CEC 201 between 11am – 1pm
- Attend the reception and awards presentation immediately following the final presentations