2020 RESEARCH AND CREATIVE ACTIVITY FAIR
REGISTRATION INSTRUCTIONS

Follow this link https://digitalcommons.unomaha.edu/sracf/2020/ and click on “Submit Event” on the right hand side (shown below).

If you already have a Digital Commons account, login with your credentials. If you do not have an account, create one by clicking “Sign Up” below the login information.
To create an account you need your UNO email address, first name, last name, and a password of your choosing.

**Create Account**

- Email
- First Name
- Last Name
- Password
- Confirm Password
- I'm not a robot
  - Must be at least 8 characters long
  - Must contain a lowercase letter
  - Must contain an uppercase letter
  - Must contain a number
  - Must contain a special character

By creating an account, you agree to express the terms of service.

Create Account

Already have an account? Log in

You will then need to read the Submission Agreement, check the box at the bottom, and hit “Continue.”
Complete the on-line form. All required fields are marked as such with red tags.

- **Presentation Title** - Please check carefully for spelling and grammar. ORCA will not edit titles even for spelling errors.
- **Presenter Information** - The first presenter listed is the person judged and eligible for an award at the award ceremony. Co-presenters may be added in the registration form but are not eligible for an award.
- **Author ORCID Identifier** - You may leave blank.
- **Advisor Information** - Please enter your faculty mentor's first and last names (enter multiple mentor names with a comma in between).
- **Location** - Leave blank. ORCA will assign your presentation location and notify you via email to your UNO email account.
- **Presentation Type** - Please select your presentation type. If necessary, please review the eligible presentation types found in the RCAF Guidelines.
- **Start Date and End Dates** - Please enter the date as March 6, 2020. ORCA will assign your presentation times and confirm via email to your UNO email account.
Disciplines

Please indicate the academic discipline(s) that best describes your submission. Click here to view the complete list of disciplines.

Available:
- Architecture
- Arts and Humanities
- Business
- Education
- Engineering
- Law
- Life Sciences
- Medicine and Health Sciences
- Physical Sciences and Mathematics
- Social and Behavioral Sciences

Selected:

Act as a discipline. Click select to choose.

Abstract

Learn how the description can improve the discoverability of your document in Google and Google Scholar.

Event Description:

Comments

Additional Information (HTML/Hyperlinks Supported):

Full Text of Presentation

Upload file from your computer
- Link out to file on remote site

Additional Files

Please check this if you’d like to add additional files

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None

Submit

ORCA will email you with a proposed presentation time to your UNO email. You must confirm the time works for you before your presentation title and abstract appear in the schedule.

Disciplines - You are not required to choose a discipline for your project, but we highly recommend choosing at least 1 so your project is searchable by subject area.

Abstract - Please note an abstract must be submitted at the time of registration. Abstracts do NOT need to be the final version of presentation nor include final data. Abstracts may be no more than 250 words and written for comprehension by a lay audience.

Comments - Please list any scheduling conflicts or equipment needed for your presentation. ORCA will schedule your presentation around your class/work conflicts. ORCA tries to accommodate all other presentation requests such as being close to an electrical outlet for a power source or a small table to set prototypes on. Please email kvitale@unomaha.edu to accommodate these requests.

Under “Full Text of Presentation” please upload a file of your presentation slides or a .pdf or .jpg of your poster/exhibit. The full presentation/final copy is NOT required at the time of registration. As a reminder, the abstract is required at the time of registration. Again, the abstract does not have to be the final version.