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# RESEARCH AND CREATIVE ACTIVITY FAIR CHECKLIST

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## AFTER RECEIVING CONFIRMATION TO PARTICIPATE

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- Inform ORCA of any scheduling conflicts or special setup I have regarding my presentation
- Upload my presentation slides or picture of my poster to Digital Commons (see instructions on the next pages) Complete by  
2/27/2019 @ noon

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## AFTER RECEIVING THE PRESENTATION SCHEDULE

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- Review my assigned presentation time
- Send any changes of program information to ORCA Complete by  
2/13/2019
- Invite family, friends, and anyone I see to attend the fair

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## THE DAY BEFORE THE FAIR

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- Drop off my poster at the Criss Library between 1:00 – 4:00pm
- Assure I have a backup copy of my presentation file accessible via web or mobile media

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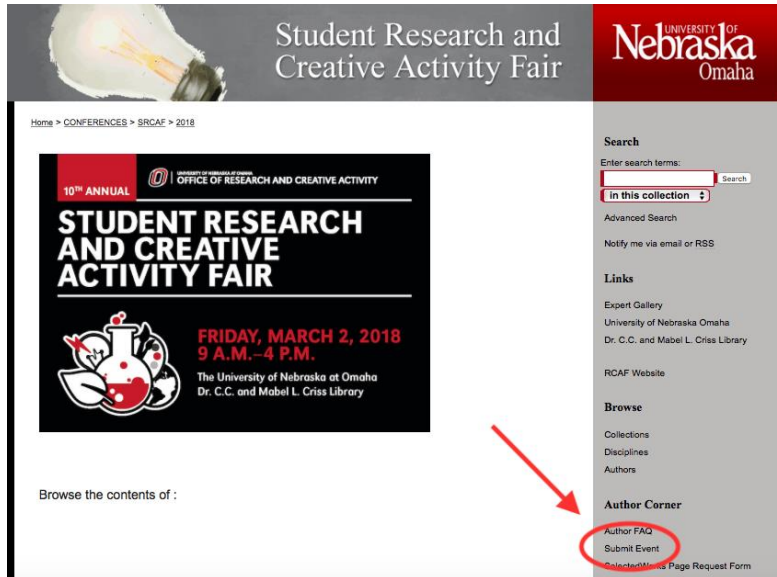
## THE DAY OF THE FAIR

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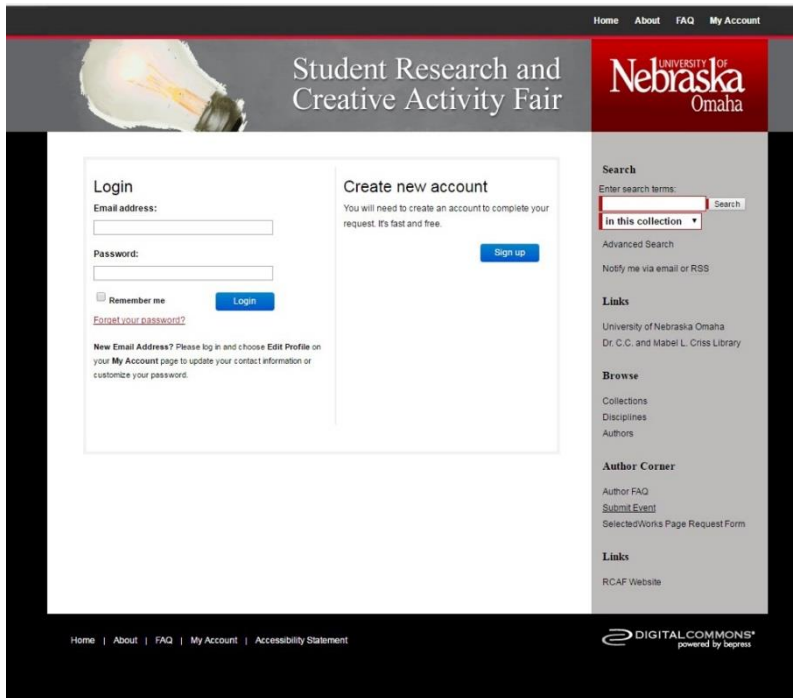
- Arrive at Criss Library at least 20 minutes prior to my presentation time
- Check in at the registration table to get my name tag
- Locate my poster's location/presentation room and be there at least 10 minutes prior to my scheduled start time
- Have lunch in CEC 201 between 11am – 1pm
- Attend the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

# DIGITAL COMMONS SUBMISSION INSTRUCTIONS

Follow this link <https://digitalcommons.unomaha.edu/srcaf/2019/> and click on “Submit Event” on the right hand side (shown below).




If you already have a Digital Commons account, login on the left hand side. If you do not have an account, create one by clicking “Sign Up” on the right hand side.



To create an account you need your UNO email address, first name, last name, and a password of your choosing.

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# Student Research and Creative Activity Fair



Please complete this form to create your user account. Use proper casing for names and institution as these fields may be displayed for publication purposes. Bepress neither sells nor rents contact information to third parties.

You will receive an email confirmation shortly.

Required fields are marked with an \*:

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Middle Initial

Last/Family Name \*

Suffix

Institutional Affiliation **Not on list? Please enter name in full.**

Password \*

Re-enter Password \*

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You will then need to read the Submission Agreement, check the box at the bottom, and hit "Continue."

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# Student Research and Creative Activity Fair



## STUDENT RESEARCH AND CREATIVE ACTIVITY FAIR

### Submission Agreement

Please read and follow the instructions below to submit an abstract to the Student Research and Creative Activity Fair. You will be notified shortly regarding the suitability of your submission for the event's digital proceedings.

**You will need the following items for submission:**

- Full project title
- Names of your advisor(s), co-presenters(s), and co-author(s)
- Project abstract (up to 250 words)
- An electronic file of your presentation slides or poster/display that may be uploaded (e.g., PDF, JPG, PPT, etc.)

**The submission process consists of the following steps:**

- Read and accept the Submission Agreement below
- Complete the submission form with your project information
- Upload your electronic file and associated files, if any

#### Submission Agreement for the Student Research and Creative Activity Fair Digital Proceedings

By checking the box below, I grant the Office of Research and Creative Activity on behalf of the University of Nebraska at Omaha the non-exclusive right to distribute my submission ("the Work") over the Internet and make it part of the DigitalCommons@UNO.

I warrant as follows:

- that I have the full power and authority to make this agreement;
- that the Work does not infringe any copyright, nor violate any proprietary rights, nor contain any libelous matter, nor invade the privacy of any person or third party;
- that the Work has not been published elsewhere with the same content or in the same format; and
- that no right in the Work has in any way been sold, mortgaged, or otherwise disposed of, and that the Work is free from all liens and claims.

I understand that once a peer-reviewed Work is deposited in the repository, it may not be removed but may be made inaccessible to the public. If this action or other corrections are necessary I assume the responsibility of contacting the UNO Office of Research and Creative Activity to make such a request.

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Complete the form shown. All required fields are marked as such with red tags. The advisor's name should be only their first and last names (enter multiple names with a common in between).

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Student Research and Creative Activity Fair

UNIVERSITY OF Nebraska Omaha

STUDENT RESEARCH AND CREATIVE ACTIVITY FAIR

**REQUIRED** Presentation Title

Enter Title of Presentation

**REQUIRED** Presenter Information

Search For An Author Using: Last Name, First Name, or Institution

1 (unoorca@unomaha.edu) UNO ORCA, University of Nebraska at Omaha

**REQUIRED** Advisor Information

Enter Advisor Name

Location

Presentation Location

**REQUIRED** Presentation Type

Oral Presentation

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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.

**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:**

Select »  
Remove »

**REQUIRED** Abstract

Learn how the description can [improve the discovery of your document](#) in Google and Google Scholar.

**Event Description:**

**Comments**

**Additional Information (HTML/Hyperlinks Supported):**

Under "Full Text of Presentation" please upload a file of your presentation slides or a .pdf or .jpg of your poster/exhibit.

**B** *I* [List Icon] [Link Icon] [Image Icon] | X, X', etc.

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Comments

Additional Information (HTML/Hyperlinks Supported):

**B** *I* [List Icon] [Link Icon] [Image Icon] | X, X', etc.

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**Full Text of Presentation**

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

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**Additional Files**


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

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If you have any questions please contact us at [unorca@unomaha.edu](mailto:unorca@unomaha.edu)