IUP Scholars Forum Abstract Submission Checklist

When you go into InfoReady to submit your abstract, you will be asked to fill out a number of information fields. This checklist will make sure you have all of the information on hand to make submission easy. If you do not know the answer to some of these, check with your faculty sponsor.

<u>Your Title and Abstract:</u> You should have this open in Microsoft Word (or the equivalent) and ready to copy and paste into the form.

<u>Author Names, emails and graduate/undergraduate/other information :</u> If you worked on a collaborative project, you will need the names of all of the people involved, their emails (use IUP email if they are at IUP) and student status. One of the students (probably you) will be identified as the lead on the project, you should make sure everyone is happy with the order of names as that is what will appear in the program.

<u>College and Department:</u> This is called the 'Primary Organization' on the submission form. You will need to select your college and type in the name of your department if it does not come up automatically with your email.

Eberly College of Business

College of Education and Communications

College of Arts and Humanities

College of Health and Human Services

Kopchick College of Natural Sciences and Mathematics

<u>Faculty Sponsor Name:</u> All project submissions will be automatically sent for faculty approval when you hit submit. Once the submission is approved by the faculty sponsor, then it will be considered for inclusion in the event. The form will look up your faculty email by their name.

<u>Preference for Type of Presentation:</u>

Poster Presentation

Oral Presentation

Business Case Competition

Performance (Musical/Creative)

Juried Art