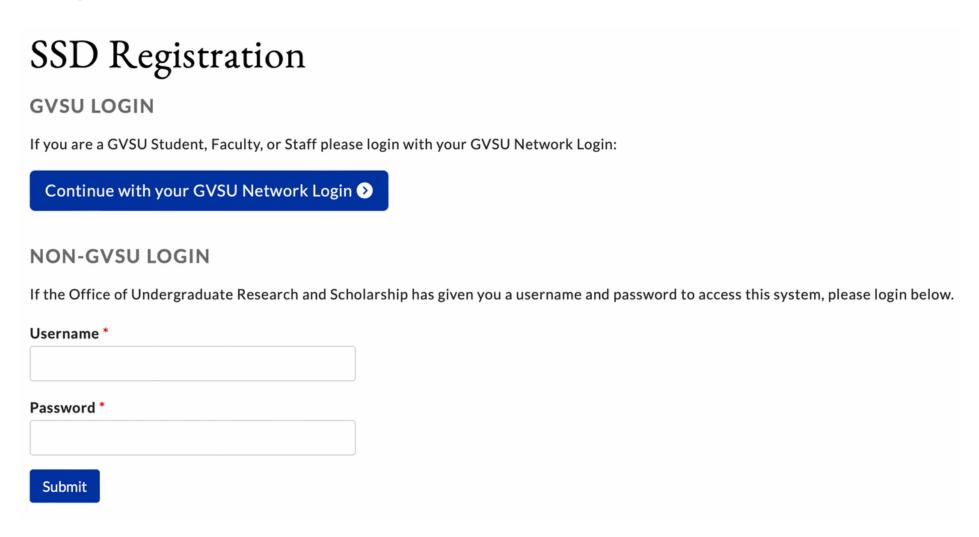# SSD REGISTRATION GUIDE
RECORDED ORAL PRESENTATION

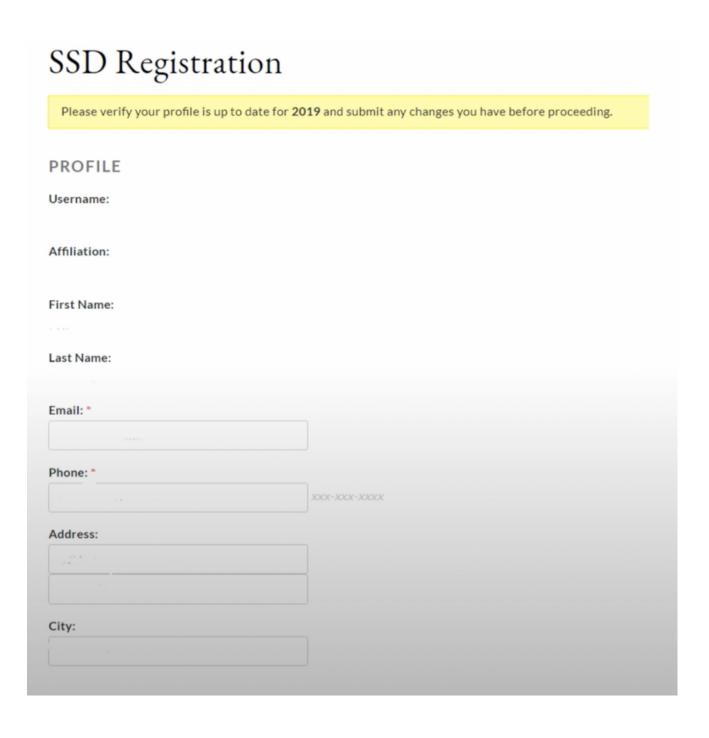**Step 1: Log in**

Log into the SSD registration site using your GVSU network username and password

SSD Registration

GVSU LOGIN

If you are a GVSU Student, Faculty, or Staff please login with your GVSU Network Login:

Continue with your GVSU Network Login ❯

NON-GVSU LOGIN

If the Office of Undergraduate Research and Scholarship has given you a username and password to access this system, please login below.

Username *

Password *

Submit

Step 2: Your profile

Create or update your student profile

SSD Registration

Please verify your profile is up to date for **2019** and submit any changes you have before proceeding.

PROFILE

Username:

Affiliation:

First Name:

Last Name:

Email: *

Phone: *
xxx-xxx-xxxx

Address:

City:

Step 3: Start you presentation

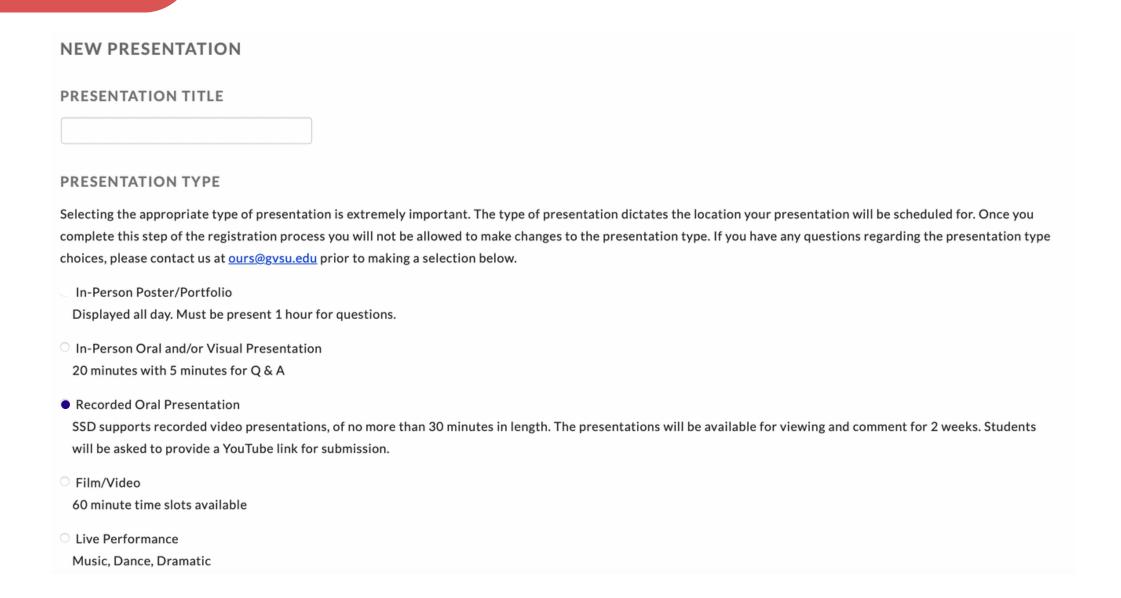**Click on the green "Start a new Presentation" button to begin creating your presentation**

PRESENTATIONS

+ Start a new presentation

Step 4: Title and Presentation Type

Type in your presentation title in the box under "Presentation Title." This will be the title printed in the SSD abstract book

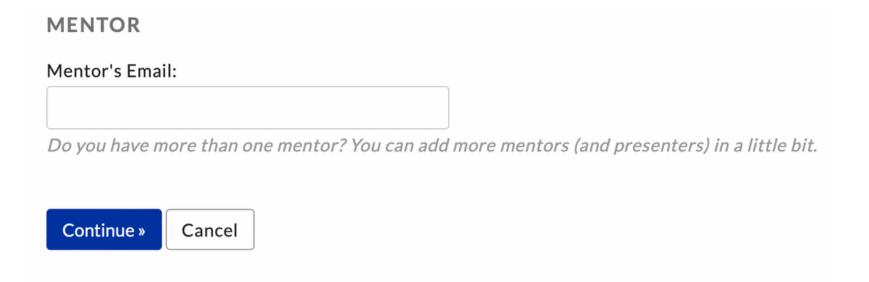Choose your presentation type as "Poster/Portfolio."

NEW PRESENTATION

PRESENTATION TITLE

PRESENTATION TYPE

Selecting the appropriate type of presentation is extremely important. The type of presentation dictates the location your presentation will be scheduled for. Once you complete this step of the registration process you will not be allowed to make changes to the presentation type. If you have any questions regarding the presentation type choices, please contact us at ours@gvsu.edu prior to making a selection below.

○ In-Person Poster/Portfolio
Displayed all day. Must be present 1 hour for questions.

○ In-Person Oral and/or Visual Presentation
20 minutes with 5 minutes for Q & A

● Recorded Oral Presentation
SSD supports recorded video presentations, of no more than 30 minutes in length. The presentations will be available for viewing and comment for 2 weeks. Students will be asked to provide a YouTube link for submission.

○ Film/Video
60 minute time slots available

○ Live Performance
Music, Dance, Dramatic

Your presentation has been submitted

Step 5: Add your mentor

Enter the email of your mentor for this project

Once you presentation has been submitted, you mentor will receive an email to confirm your presentation

MENTOR

Mentor's Email:

Do you have more than one mentor? You can add more mentors (and presenters) in a little bit.

[Continue »] [Cancel]

Step 6: Select your presentation time

Poster locations are randomly assigned and cannot be changed

Leave "I would like to keep time and location above" selected.

Select and available 1 hour time block for you to stand next to and present your poster

PRESENTATION TIME

YOUR CURRENT PRESENTATION TIME

Kirkhof Center, GRR 008
4/10/24 9:00 AM - 5:00 PM

◉ I would like to keep the time and location above
○ I would like to select another time to present from what is available
○ I have a special code given to me to access special times and locations

Participation Time(s):

☑ 9:00 AM - 10:00 AM
☐ 10:00 AM - 11:00 AM
☐ 11:00 AM - 12:00 PM
☐ 12:00 PM - 1:00 PM
☐ 1:00 PM - 2:00 PM
☐ 2:00 PM - 3:00 PM
☐ 3:00 PM - 4:00 PM
☐ 4:00 PM - 5:00 PM

[Submit] [Cancel]

Step 7: Edit your presentation abstract

To edit your presentation title or abstract click on the "Edit" button. Answer the Human or Animal Subjects question.

Let us know if you have previously presented this work.
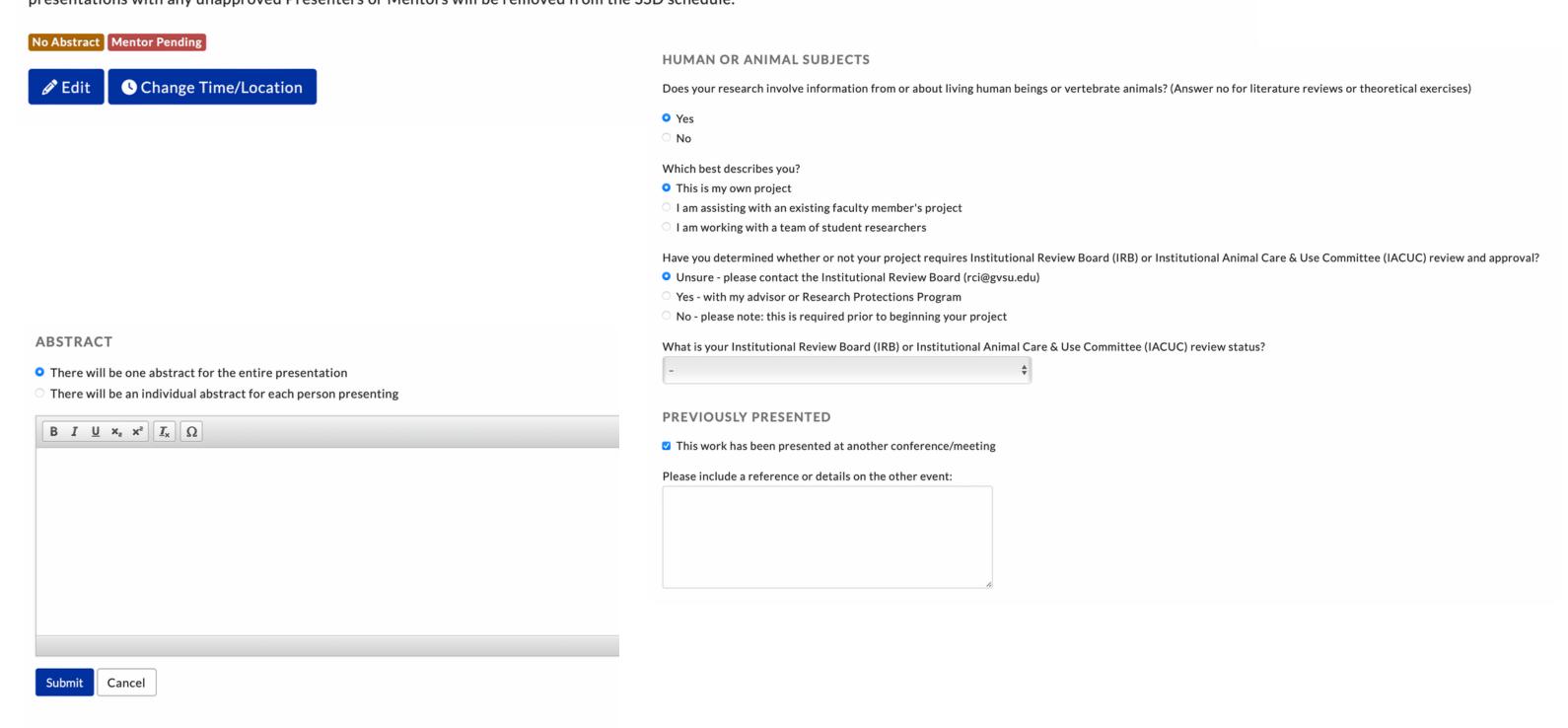
Please provide the additional information requested if you've answered either questions in the affirmative.

Type or paste your abstract into the abstract box and hit submit. Abstract are limited to 200 words.

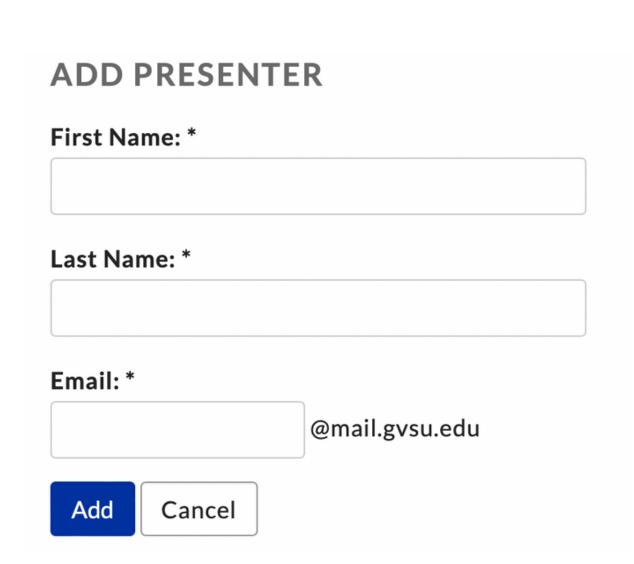**You have until 11:45pm on deadline day to submit edits**
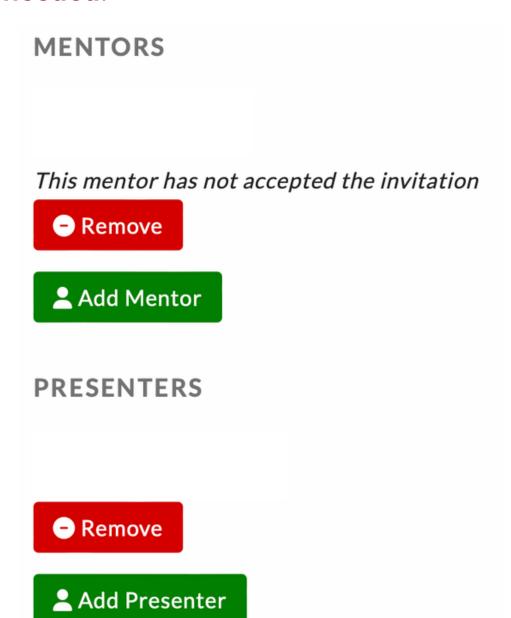
PRESENTATION DETAILS

This presentation information can be edited until the end of registration on February 24, 2024 at 1:00 AM. Any changes made to the presentation details will automatically be sent to the Presenters and Faculty Mentors. Each Presenter and Mentor must log on individually and change his/her approval status for this presentation to "Approve" for the presentation to be accepted for Student Scholars Day. The option to approve and deny will be available until February 24, 2024 at 1:00 AM. At that time, presentations with any unapproved Presenters or Mentors will be removed from the SSD schedule.

`No Abstract` `Mentor Pending`

[✏ Edit] [🕐 Change Time/Location]

ABSTRACT

◉ There will be one abstract for the entire presentation
○ There will be an individual abstract for each person presenting

[B I U x₂ x² | Iₓ | Ω]

[Submit] [Cancel]

HUMAN OR ANIMAL SUBJECTS

Does your research involve information from or about living human beings or vertebrate animals? (Answer no for literature reviews or theoretical exercises)

◉ Yes
○ No

Which best describes you?
◉ This is my own project
○ I am assisting with an existing faculty member's project
○ I am working with a team of student researchers

Have you determined whether or not your project requires Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC) review and approval?
◉ Unsure - please contact the Institutional Review Board (rci@gvsu.edu)
○ Yes - with my advisor or Research Protections Program
○ No - please note: this is required prior to beginning your project

What is your Institutional Review Board (IRB) or Institutional Animal Care & Use Committee (IACUC) review status?
[- ▼]

PREVIOUSLY PRESENTED

☑ This work has been presented at another conference/meeting

Please include a reference or details on the other event:

Step 8: Add mentors or presentors

If you have additional mentors, add them here by clicking the "Add Mentor" button

If you have additional presenters, add them here by clicking the "Add Presenters" button

They will receive an email to confirm the presentation.

Once co-presenters have accepted the presentation, they will be able to edit their own presentation information, if needed.

ADD PRESENTER

First Name: *

Last Name: *

Email: *

[   ] @mail.gvsu.edu

[Add] [Cancel]

MENTORS

This mentor has not accepted the invitation

[➖ Remove]

[👤 Add Mentor]

PRESENTERS

[➖ Remove]

[👤 Add Presenter]

Step 9: Edit time for multiple presentors

Co-presenters should click on the link received via email.

Click the green "Accept" button to accept the presentation.

Click the "Change Time/Location button to edit your presentation time.

Select the times that work for you to present.

Be sure to hit "Submit" to save your changes

PRESENTATION DETAILS

Your approval is needed

Please accept your participation as co-presenter on presenter on this presentation, please deny.

✔ Accept   **⊖ Deny**

This presentation information can be edited until th sent to the Presenters and Faculty Mentors. Each P presentation to be accepted for Student Scholars D any unapproved Presenters or Mentors will be remo

No Abstract | Mentor Pending | Student Pending

YOUR CURRENT PRESENTATION TIME

Kirkhof Center, GRR 094
4/10/19 9:00 AM - 5:00 PM

⦿ I would like to keep the time and location above
○ I would like to select another time to present from what is available
○ I have a special code given to me to access special times and locations

Participation Time(s):

9:00 AM - 10:00 AM
○ No presenters will be available
○ All presenters will be available
⦿ Only certain presenters will be available
  ☑ Shelley Sickrey
  ☐ Kristin Schepke

10:00 AM - 11:00 AM
⦿ No presenters will be available
○ All presenters will be available
○ Only certain presenters will be available

11:00 AM - 12:00 PM
○ No presenters will be available
⦿ All presenters will be available
○ Only certain presenters will be available

Submit   Cancel