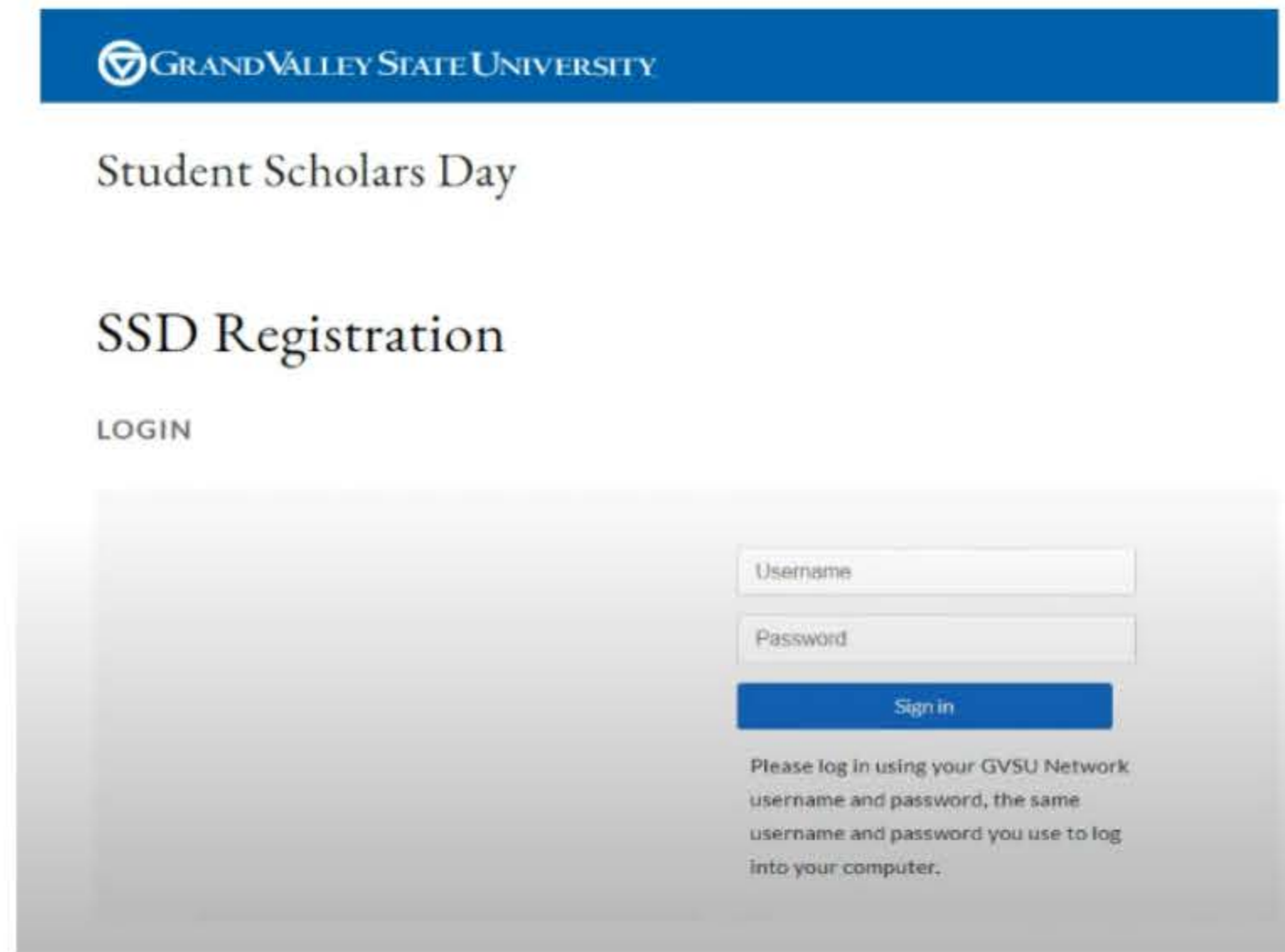# SSD REGISTRATION GUIDE
EXTENDED SESSION (FACULTY INITIATED)

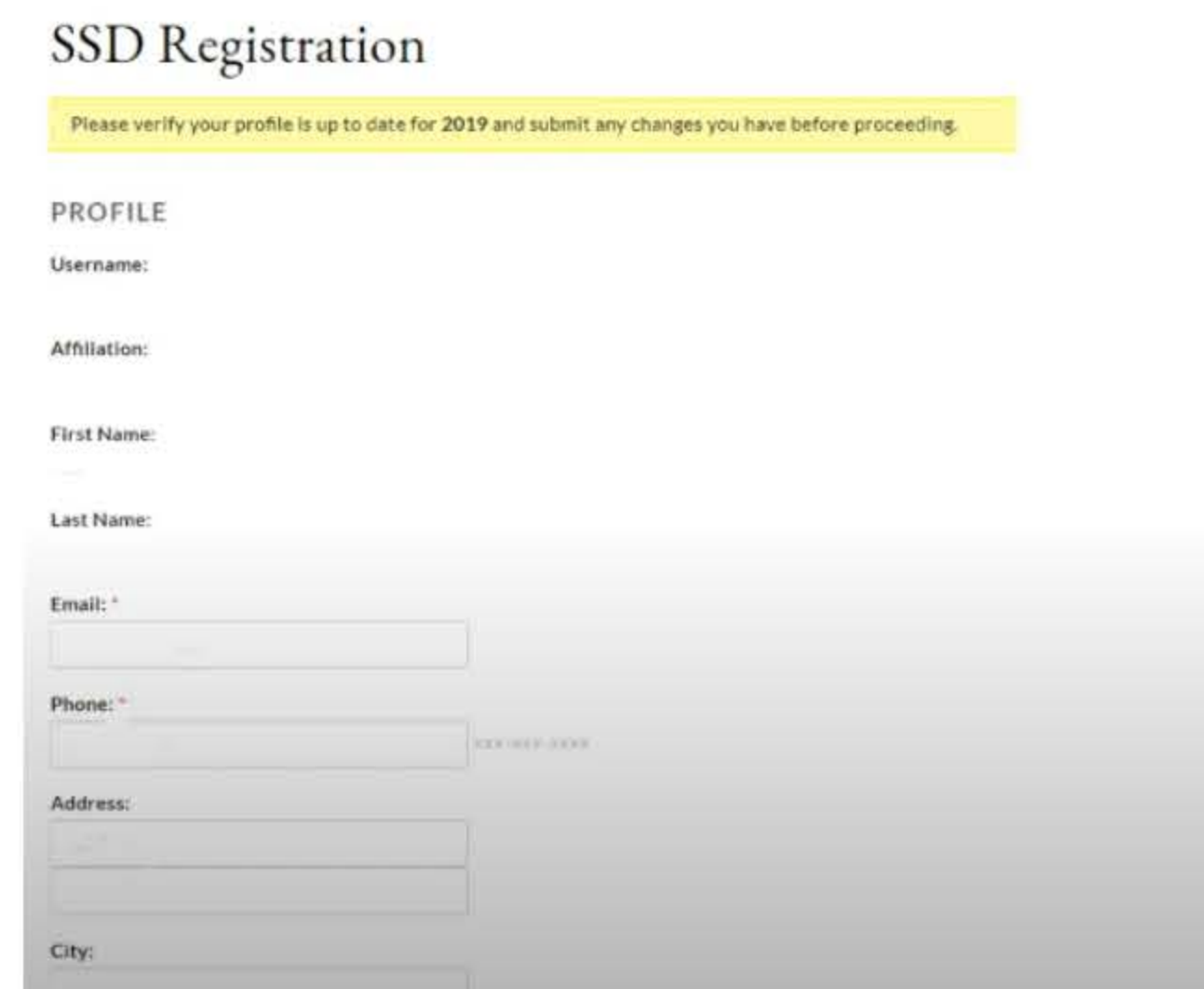**Step 1: Login**

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

> GRAND VALLEY STATE UNIVERSITY
>
> Student Scholars Day
>
> ## SSD Registration
>
> LOGIN
>
> Username
> Password
>
> Sign in
>
> Please log in using your GVSU Network username and password, the same username and password you use to log into your computer.

Step 2: Create your Profile

Create or update your 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 your Presentation

Click the green "Start a new presentation" button.

PRESENTATIONS

+ Start a new presentation

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

Choose your presentation type as "Extended Session" for the custom length.

Select the length of time you would like to book.

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.

○ Session

A session is a set of oral presentations around a general theme, but not intentionally linked. Students are delivering presentations that are not dependent on one another. For example, this could be a group of students presenting on their research in the Department of Psychology, or a group of students presenting on a general theme such as sustainability.

● Extended Session

This presentation type is similar to a traditional session, however extended sessions are longer in length. The extended session was created to accommodate classes and departments that need additional time beyond one hour.

LENGTH OF PRESENTATION

4 hours (240 minutes) ▾

Continue › Cancel

The length of the presentation will be determined by your choice.

Make sure the time slot works for your student presenters.

All presenters will present within that time period.

Review details of your presentation and click "Submit."

PRESENTATION TIME

YOUR CURRENT PRESENTATION TIME

Virtual, Symposium 501
4/14/21 9:00 AM - 1:00 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

SELECT A NEW TIME

PLEASE SELECT FROM THE AVAILABLE TIMES BELOW WHEN YOU WOULD LIKE TO PRESENT

○ 9:00 AM - 1:00 PM
○ 9:30 AM - 1:30 PM
○ 10:00 AM - 2:00 PM
○ 10:30 AM - 2:30 PM
◉ 11:00 AM - 3:00 PM
○ 11:30 AM - 3:30 PM
○ 12:00 PM - 4:00 PM
○ 12:30 PM - 4:30 PM
○ 1:00 PM - 5:00 PM

Step 6A: Abstract Submission

Answer the Human or Animal Subjects question (if appropriate).

Let us know if you have previously presented this work (if appropriate)

Please provide the additional information requested if you have answered either question in the affirmative.

If you are not ready to submit abstracts at this stage, then leave it blank and click "Submit." You have until the end of the registration period to submit.

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
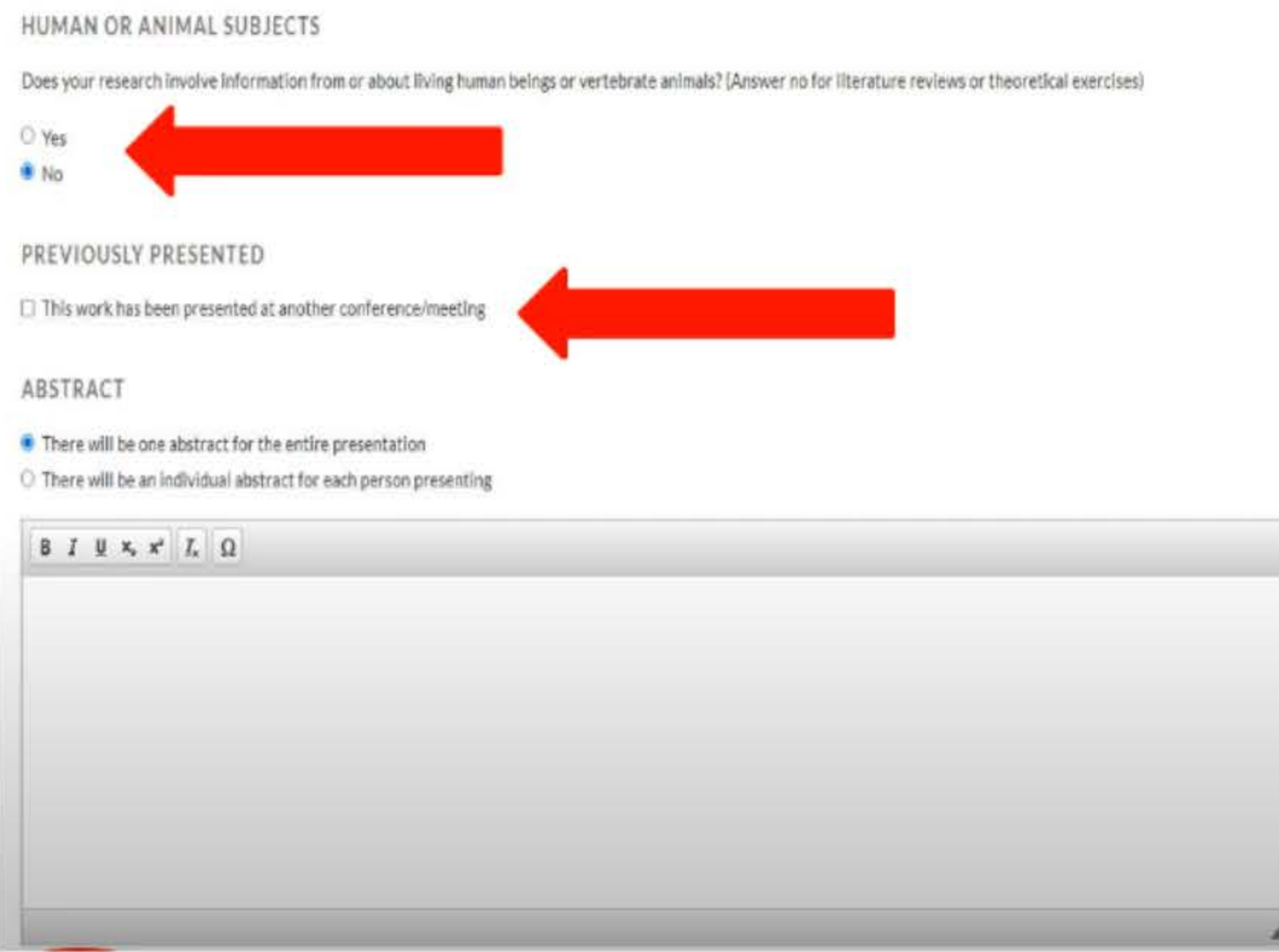
PREVIOUSLY PRESENTED

☐ This work has been presented at another conference/meeting

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

Step 6B: Abstract Submission

You may have multiple abstracts for the extended session.

Select "There will be an individual abstract for each person presenting" for multiple abstracts.

ABSTRACT

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

Shelley Sickrey:

B I U x₂ x² Iₓ Ω

Submit   Cancel

Each presenter will be able to add their own abstract upon login and acceptance.

Type or paste your abstract into the abstract box and hit submit. Abstracts are limited to 1000 characters including spaces.

You have until 11:45 on deadline day to submit any edits.

ABSTRACT

○ There will be one abstract for the entire presentation

☑ There will be an individual abstract for each person presenting ←

Shelley Sickrey:

B *I* U xₓ x² I, Ω

Submit Cancel

Your extended session has been created.

To edit your session title or abstract, click on the "Edit" button.

You can come back to this as well, during the registration period.

SSD Registration   Presentations Profile Published Schedule Logout

PRESENTATION DETAILS

This presentation information can be edited until the end of registration on March 1, 2019 at 11:45 PM. 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 March 1, 2019 at 11:45 PM. 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

Click the green "Add Presenter" button to add your student presenters.

You would also add more mentors here if needed.

TIME AND LOCATION

Kirkhof Center, 2263
4/8/2020 10:30 AM - 11:30 AM

MENTORS

Shelley Sickrey
sickresh@gvsu.edu
⊖ Remove

👤 Add Mentor ←

PRESENTERS

There are not any presenters added for this presentation. Please add at least one for your presentation to be approved.

👤 Add Presenter ←

Step 7B: Add your Presenters

Add your student presenters' contact information. You must include their first name, last name, and email.

SSD Registration

ADD PRESENTER

First Name: *

Last Name: *

Email: *

[_____] @mail.gvsu.edu

Add   Cancel

Step 8: Presentation Acceptance

Every presenter should click on the link provided via email.

The must click the green "Accept" button to accept the presentation.

Presenters can now edit their own presentation abstract. As such, give them clear instruction if you do NOT want them editing anything

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 rem

No Abstract | Mentor Pending | Student Pending