

# SSD REGISTRATION GUIDE

## 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 “Oral Presentation.”

### 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](mailto: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

## Step 5: Add your mentor

Enter the email of your mentor for this project

Once your presentation has been submitted, your 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](#)

### YOUR CURRENT PRESENTATION TIME

Kirkhof Center, 2266

4/8/26 9:00 AM - 9:30 AM

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

[Submit](#)

[Cancel](#)

## Step 6: Select your presentation time

Select your presentation time based on what is available or leave “I would like to keep time and location above” selected.

## 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

**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?

**ABSTRACT**

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

**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 presenters

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

### MENTORS

This mentor has not accepted the invitation

### PRESENTERS

## Step 9: Edit time for multiple presenters

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**