SSD REGISTRATION GUIDE
PODCAST

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 3A: Start you presentation

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

PRESENTATIONS

+ Start a new presentation

Step 3B: Start you presentation

Add a title to your new presentation.

SSD Registration

NEW PRESENTATION

PRESENTATION TITLE

[   ]

Step 3C: Start you presentation

Select Podcast as your presentation type.

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.

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

○ 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

○ Mini-zines
  Mini-zines are made using one 8.5"x11" piece of paper. It has eight pages including a front and back cover. Mini-zines are a great way to present your scholarship to people unfamiliar with your subject because it is less intimidating than a full length typed research paper. Making a mini-zine also encourages students to flex their literacy skills because they have to condense an entire paper into about six main points, and communicate why those points are important in a succinct way.During SSD, mini-zines will be displayed in (a building). You are required to have one completed mini-zine to hang, and a deconstructed version available right below so viewers don't necessarily have to handle the display zine. To make this deconstructed version, students will make an enlarged copy of their zine onto an 11"x17" piece of copy paper, cut out the individual pages, set them onto another piece of 11"x17" piece of copy paper, and use that copy.

◉ Podcast
  (define podcast)

Step 4: 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 5: Edit Presentation

Make any edits to your presentation.

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

SSD Registration

EDIT PRESENTATION

PRESENTATION TITLE

PRESENTATION TYPE

Mini-zines

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

Step 6: Abstract

Type or paste your Abstract into the box and hit submit.

ABSTRACT

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

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Submit   Cancel

Step 6: Add URL

Add your Podcast URL

Online URL

https://www.example.com/...

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.

MENTORS

ADD PRESENTER

First Name: *

This mentor has not accepted the invitation

🔴 Remove

Last Name: *

👤 Add Mentor

PRESENTERS

Email: *

@mail.gvsu.edu

Add   Cancel

🔴 Remove

👤 Add Presenter

First upload your .WAV file to your GVSU Google drive. Then submit the link to the file.

To ensure accessibility for all participants, all podcast entries must include a transcript. (Consider using tools like Descript to assist with creating transcription.)

During SSD, QR codes linking to your podcast will be displayed alongside your project information and description. Attendees will be encouraged to use their own devices to stream or save your podcast so that they can listen at their own pace.