

## 2019 Celebration of Teaching & Learning Symposium

University of Southern Indiana, February 6, 2019

### Author/Presenter Information

#### Key Dates

- **Authors confirm their intent to present by Thursday, December 20, 2018**
- Symposium registration opens Monday, December 3, 2018
- **Revised abstracts submitted by Monday, January 14, 2019**
- Proposal acceptance final notification (if applicable) by Wednesday, January 16, 2019
- Program available online by Friday, January 18, 2019

#### Your Abstract Notification and Reviewers' Comments

The reviewers' comments provide constructive feedback intended to strengthen your presentation and abstract, based on the [abstract guidelines and review rubric](#). We strongly encourage you to consider these comments when preparing your revised abstract (as required) and presentation.

Please note that if your abstract has been "Accepted pending Revisions," a [revised abstract](#) is required to be submitted for review by **January 14**. Revised abstracts are optional for those with an "Accepted" notification.

#### Confirming to Your Intent to Present

Please confirm your intent to present by completing a [brief online form](#) by **December 20**. Through this form, you can indicate any scheduling requests and your choice for abstract publication in the online program.

#### Presentation Guidelines

The Symposium highlights ***works that focus on improving student learning and academic success***. When preparing your oral or poster presentation, please refer to the reviewers' comments and the [abstract guidelines](#), which provide guidance on the components of focus/problem statement, context, approach, and reflection/discussion of the presented work. Your presentation should make *connections to student learning and academic success*.

If you plan to present human subject data (such as findings on student learning or results of systematic data collection), this might require [IRB approval](#). If IRB approval has not been obtained, your findings can be presented by focusing on reflections and lessons learned.

**Oral Presentations:** Each presentation should be up to **10-12 minutes in duration**. There will be some time after each presentation for questions and discussion. Session facilitators will be adhering to the schedule to allow participants to attend specific presentations. Two simultaneous, parallel sessions will be held throughout the day. **Presentations must be uploaded to SharePoint folder by February 5** (instructions will be available by January 14).

**Poster or Demonstration Presentations:** Posters should be no larger than 42" x 30". CETL can cover the cost of printing posters up to 36" x 24" at the USI Copy Center; contact [cetl@usi.edu](mailto:cetl@usi.edu) for details. Please let us know by January 21 if you will be requiring a table for demonstrations. Posters may be displayed in the morning and throughout the day. The poster session is scheduled at ~1 pm on February 6, in conjunction with dessert.