



CAMPUS OFFICE OF
**UNDERGRADUATE
RESEARCH INITIATIVES**



SYMPOSIUM

AUTHOR

GUIDE



CONTENTS

About the Symposium	3
Submitting an Abstract/Artist statement	4
Prepare to submit	4
Submit your abstract.....	4
Choosing your topic area	5
Sample submission notification email	6
After you submit	6
Edits Required	6
Withdrawal	7
Acceptance.....	7
Forgotten Submission ID or Password.....	7
Preparing your poster	8
Poster Formatting	8
Printing your poster	8
Places you can print:	8
Additional Resources	8
UTEP Graphics & Guidelines	8
Other tips	9

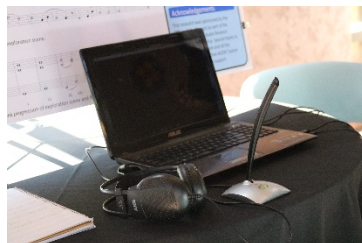
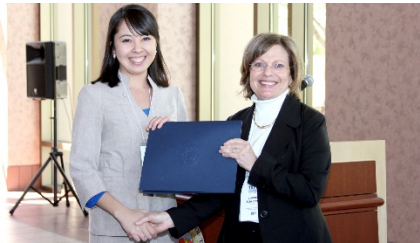
ABOUT THE SYMPOSIUM



Every year COURI hosts two symposia with the objective of offering a unique opportunity for undergraduate researchers like you to present and discuss their research and scholarly work with faculty, experts, peers and the community. One is in the spring, and the other in the summer the first week of August.

All undergraduate students involved in research, scholarly or creative activities are encouraged to participate by submitting an abstract to the symposium. As the dates approach, a Call for Abstracts is announced campus wide via email and through UTEP Today monitors around campus.

The symposia also have a competitive side. Students have a space assigned to place a poster as a visual aid and present their work. Meanwhile, a qualified judging board provides feedback and grades the presentations. During a closing remarks ceremony, the highest scores of each field are recognized and rewarded. Showcase your work, obtain feedback from technical and non-technical audiences, and compete in a single event.



SUBMITTING AN ABSTRACT/ARTIST STATEMENT

PREPARE TO SUBMIT

Write your abstract or artist statement (up to 250 words) and have this document ready and approved by your advisor BEFORE entering it in the COURI Abstract Management System (no specific formatting required for online submission).

Before you submit please be sure to have the following items.

- The abstract's title
- All co-author names, emails and affiliations. All authors will receive an email notification when the abstract is submitted or edited.
- A list of keywords/keyword phrases (5 maximum)

Contact your faculty advisor immediately and request help with your abstract or statement preparation. You may want to send them a copy of this document.

Only one image may be uploaded if your submission requires it. Images must be in JPG format and will be automatically reduced proportionally to 500 pixels in width.

- To upload multiple images, use a photo editor to combine two or more images
- The 500px width limit will still apply.

SUBMIT YOUR ABSTRACT

Once ready, submit online to the [COURI Abstract Management System](#).

Once you are ready, submit online to the COURI Abstract Management System. Keep in mind that each abstract must have at least two authors: the student presenter and the faculty advisor/mentor.

Author 1 must always be the MAIN Undergraduate Presenter

Additional authors should continue as follows:

1. Undergraduate Co-Presenter (only 1 allowed)
2. Co-Authors (additional authors that are NOT your faculty advisor)
3. Faculty Advisor (should always be the LAST author of the list)

If you have more than two authors, you can add more Author entries by clicking the 'Add Author' link.

REMEMBER THERE CAN ONLY BE TWO PRESENTERS (ONE PER POSTER SESSION). You will not be allowed to present as a team during a session. *If more than two students need to present the same poster, another abstract must be submitted, and poster printed.*

CHOOSING YOUR TOPIC AREA

Arts & Humanities

Projects in this category involve disciplines that study human culture and the expression of cultural ideas. Sample majors include sculpture, literature and philosophy.

Engineering & Applied Sciences

Projects in this category focus on applying existing scientific knowledge to develop more practical solutions. Sample majors include engineering and health sciences.

Life Sciences

These projects involve the scientific study of living organisms and related areas such as bioethics. Sample majors include biology, ecology and neuroscience.

Mathematical & Computational Sciences

These projects focus on using computers, networks, software, and algorithms to solve problems. Sample majors include mathematics, computer science and bioinformatics.

Physical Sciences

Projects in this category study non-living systems. Sample majors include chemistry, physics, astronomy and geology.

Social & Behavioral Sciences

These projects focus on issues within a society and the relationships amongst its members. Sample majors include anthropology, economics, political science and education.

SAMPLE SUBMISSION NOTIFICATION EMAIL

This is an automatically generated email to inform you that a new submission for the COURI Symposium has been submitted.

Below is a copy of the information submitted for your records.

Submission ID: 1

Title: The Title of Your Paper

Author 1:

First Name: Your First Name

Last Name: Your Last Name

Organization: Your Organization

Author Type: Your Author Type

Email: your@email.address

Additional Authors (if entered)

Alternate Contact: Phone number or alternate email (if entered)

Topic(s): Your Topic Area

Keywords: Your; Key; Words

Abstract: Your Abstract

Funding Support: Your Funders

AFTER YOU SUBMIT

EDITS REQUIRED

You may be asked to edit your submission prior to posting in the technical program. The COURI editors may request minor or major revisions, in which case you will be notified via email.

Use the “EDIT my Abstract” link on the AMS site. You will need your Submission ID and password.

WITHDRAWAL

The Symposium Committee is respectful of your decision. If you want to withdraw your submission for any reason, you may use the “WITHDRAW my Abstract” link on the AMS main page. **There is no undo** of this status and your submission will be permanently deleted from the system after this process. If you have withdrawn your submission accidentally, you must submit a new abstract/statement and notify the symposium chair using the “Email Chair” link.

ACCEPTANCE

Shortly after the symposium, a pdf copy of your abstract will be posted in the [COURI Symposia Abstract Books archive](#), accessible only to UTEP email addresses.

FORGOTTEN SUBMISSION ID OR PASSWORD

To reset your password or obtain a forgotten ID, use the “EDIT your Abstract” link.

If you have forgotten your SUBMISSION ID, you can click the forgot ID link and enter the email address that you used when you submitted. If the email address that you provided is correct, the system will send your submission ID to your email.

If you have forgotten your PASSWORD, you can click forgot password link and enter your Submission ID and your Email. The system will auto generate your password and send it to the email address that you provided during the submission.

If you forgot the EMAIL ADDRESS that you used during the submission, please use the “Email Chair” link in the menu for help. You will need to tell us your submission ID or Title so that we may identify your submission in the database.

PREPARING YOUR POSTER

POSTER FORMATTING

Maximum dimensions: 48in wide by 36in tall (landscape orientation)

Posters should be a single large-format print in landscape orientation (no individual PowerPoint slides).



PRINTING YOUR POSTER

You may want to make a PDF of your poster before you submit it for printing.

With a pdf, no shifting of information, layout, fonts or symbols should occur, but make sure the pdf you submit is exactly how you want your poster printed.

- To make a pdf on a Mac:
 - a) Use the print dialogue box – this is a little tricky
 - b) Use Adobe Acrobat Distiller
- To make a pdf on a PC:
 - a) Use Adobe PDF
 - b) Microsoft Print to PDF

PLACES YOU CAN PRINT:

UTEP Library or Union: [Technology Support Center](#)

Kinko's: [FedEx Office locations](#)

ADDITIONAL RESOURCES

UTEP GRAPHICS & GUIDELINES

UTEP Logos & Graphic Identity Guide: <https://www.utep.edu/university-communications/resources/graphic-identity-guide.html>

OTHER TIPS

- Images & graphics should be of high quality (300+dpi). Most internet images and screen shots are only 72 dpi.
- **DO NOT USE THE UTEP SEAL**, use the UTEP Logo linked above
- **DO NOT USE THE COLLEGE SEAL**, consult your department/dean's office for proper acknowledgement.
- Whenever possible, use a transparent background for logos