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Steve Taylor <taylors@mail.wou.edu>

AES Session Chairs: now that students have registered, confirm session membership

1 message

Program for Undergraduate Research WOU <pure@mail.wou.edu>   Fri, May 10, 2019 at 1:32 PM
To: alternativebreak@wou.edu, Paula Baldwin <baldwinp@wou.edu>, Erin Baumgartner <baumgare@wou.edu>, Diane
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Elizabeth Brookbank <brookbanke@wou.edu>, Carmen Caceda <cacedac@wou.edu>, "Doris Cancel-Tirado"
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schwarzlerk@wou.edu, Jeffrey Snyder <snyderj@wou.edu>, Daniel Tankersley <tankersley@wou.edu>, Steve Taylor
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Gabaldon <gabaldoc@mail.wou.edu>

Dear Session Chairs,

This is a longish email; please take the time to read all the way through. If you have questions, emailing sooner rather
than later is better.

A. ABSTRACTS
Now that students have registered, we need their abstracts.
1. All students have until **15 May** to submit their abstract; they should have received an email about this with a link to
submit it. Once they submit it, the mentor will receive an email to reject or approve their abstract. If the mentor or student
miss the deadline, the student can still present and still get the abstract published digitally after AES.
2. **May 15th** is also the deadline for the mentor to approve the student's abstract.
3. If you are a session chair, you cannot approve an abstract unless you are also person's mentor.

**If a student has technical difficulties, please ask them to take a screen shot and then forward their email to me:
pure@wou.edu. Please put AES TECH in the subject line.**

B. ORDERING PRESENTATIONS IN YOUR SESSION
If you have a poster session, ignore this part.
If you have a session longer than an hour, read this in the next section.

Session chairs have made it clear they want to determine presentation order in their sessions. We heard you. Now is the
time to do it.

First, log in to your session page: https://www2.wou.edu/nora/portal.login
Second, scroll down. You should see all the presentations listed for your sessions.
Third, using up/down errors on the right side, adjust the presentations to your preferred order.

If a presentation is missing from your session, email me with the presenter's name some key words from their title so I
can find it.

May 15th is also the deadline for ordering the presenters in your session.

C. IF YOUR SESSION IS MORE THAN ONE HOUR
If you have a one hour session or a poster session, ignore this part.

If you have a single or several sessions that are just run longer than an hour, make sure that you organize your
presenters as described in part B. Additionally, I will reach out to you by email to determine what students are presenting

before and after the break(s).

D. COMMUNICATING INDIVIDUAL PRESENTATION TIMES TO YOUR PRESENTERS
The AES program and electronic schedule, SCHED, will have less information than in prior programs. There are no times for individual presentations and no individual abstracts. Abstracts will be housed in WOU's digital commons.

The program will have the following information:

Session Time (10:15-11:15, for example)
Discipline (English Studies, for example)
Session Title (Theatre History Presentations, for example)
Presenter (Jason Holt, for example)
Presentation title (Fortnite Addiction: Fact or Fancy, for example)
Mentor (Greg Zobel)

Session chairs also choose how much time presenters have. That is your call--as long as you remain within your session start/stop times.

To have a successful presentation, we urge you to communicate each presenter's start/stop times with them as soon as possible. The final schedule should be live by this afternoon or Saturday at the latest.

I have attached a model session handout from Steve Taylor. This makes it clear to the students what is happening when; it is also easy for students to forward this on to friends and family so that they can attend and support the presenters. The AES Program will not include all this information; however, it enables the Session Chair to clearly communicate and organize the session with the presenters.

E. PRE-CONFERENCE STUFF
AES staff or volunteers will deliver your name tag, lanyard, and tech support information to your department mail box several days to a week before AES. We will also include all the participation certificates for presenters in your sessions. This means that there is no need to check in on the morning of the event.

Presenters, however, will need to check on the day before or day of AES to get their name tags.

Thank you for your hard work and patience.

Best,
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Director, PURE
Coordinator, AES

📕 **Taylor_ES407_AES2019_Presentation_Schedule_Draft1_May7.pdf**
91K

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Steve Taylor <taylors@mail.wou.edu>

AES Mentors: Final Step

1 message

Program for Undergraduate Research WOU <pure@mail.wou.edu>   Fri, May 10, 2019 at 1:46 PM
To: abaron16@wou.edu, alternativebreak@wou.edu, Paula Baldwin <baldwinp@wou.edu>, baltzlem@wou.edu, Diane Baxter
<baxterd@wou.edu>, Cheryl Beaver <beaverc@wou.edu>, beerst@wou.edu, bking@wou.edu, Dean Braa
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Callero <callerp@wou.edu>, "Doris Cancel-Tirado" <canceltd@wou.edu>, cannonm@wou.edu, casterb@wou.edu,
cfirth17@wou.edu, Jaime Cloud <cloudj@wou.edu>, coteb@wou.edu, courtna@wou.edu, cwest18@wou.edu, Vicki Darden
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Garrison/Raborn <garrisonj@wou.edu>, gongx@wou.edu, Karen Haberman <habermk@wou.edu>, CM Hall
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warkentinp@wou.edu, weitzelm@wou.edu, whittle@ohsu.edu, wimmerc@wou.edu, wjarmstrong247@gmail.com

Hello, Mentor!

Just a few more steps to go to get ready for AES! Yes! Thank you for all your efforts.

ABSTRACTS
Now that students have registered, we need their abstracts.
1. All students have until **15 May** to submit their abstract; they should have received an email about this with a link to
submit. Once they submit the abstract, the mentor will receive an email to reject or approve their abstract. If the mentor or
student miss the deadline, the student can still present at AES and get the abstract published digitally after AES.
2. **May 15th** is also the deadline for the mentor to approve the student's abstract. Thus we urge you to communicate with
your student and review their abstract early on.
3. Session chairs cannot approve abstracts UNLESS they are are also the student's mentor.

**If a student has technical difficulties, please ask them to take a screen shot and then forward their email to me:
pure@wou.edu. Please put AES TECH in the subject line.**

If you have tried to approve an abstract, but it has failed--spend no more than 5 minutes trying to figure it out. If this
continues, drop us an email at pure@wou.edu. with ABSTRACT APPROVAL in the subject line.

PARTICIPATION DETAILS
All participation certificates are given to Session Chairs to distribute the day of AES. Mentors do not get certificates to
distribute.
Your mentor name tag and lanyard will be delivered to your campus mail box several days before AES. Thus there is no
need for you to check in on the morning of the event.
The conference session schedule should be ready by this afternoon or Saturday afternoon.
For individual presentation times, be sure to ask your student.

The AES program and electronic schedule, SCHED, will have less information than in prior programs. There are no times
for individual presentations and no individual abstracts. Abstracts will be housed in WOU's digital commons.

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Presenter (Jason Holt, for example)
Presentation title (Fortnite Addiction: Fact or Fancy, for example)
Mentor (Greg Zobel)

Thank you for all your hard work and support for student success!

Best,
gz

Director, PURE
Coordinator, AES