CURL 2021 Spring Conference Submission Guide

# Submission Requirements

1. Submissions are due to CURL by 11:59PM on Friday, March 19, 2021.
2. Please ensure your content fits the requirements set out by Instagram.
	1. **Length:** 2200 characters (not words) max.
	2. **Image and Video Ratio/Size:** [See this guide.](https://blog.later.com/blog/instagram-image-size/)Images with the wrong ratio will be cropped by Instagram.
	3. **Number of Images:** Max 10*.* If your submission contains multiple images, ALL of those images **MUST BE** **SQUARES** (ideally 1080x1080px).
	4. **Video File:** .mp4, maximum length of 10 minutes
3. We request that all students try to create accessible content. Please include image descriptions and subtitles, use high light/dark contrast, etc. Learn more about accessible posts [at our website!](https://www.huronresearch.ca/curl/accessibility-considerations-for-curl-conferences/)

# Submission Instructions

1. **Create the submission file.**Fill out the template on page 2 and compile the template (.doc, .docx, or .rtf) **and** media files (.jpg, .png, .gif images or .mp4 videos) files into a single [**.zip** file (see instructions here).](https://edu.gcfglobal.org/en/techsavvy/working-with-zip-files/1/)
	1. Name the file YourName.zip. If you are submitting your work as part of a class, name the file YourName\_CourseCode.zip, e.g.: JohnSmith\_HIST1234G.zip.
	2. If your submission contains images, ensure their file names are numbered in order.
	3. Do NOT embed images in your written document; simply include them in the .zip file.
2. **Submit your work.**
	1. **Independent participants:** Upload your .zip file to our public [2021 Spring Conference OneDrive](https://uwoca-my.sharepoint.com/%3Af%3A/g/personal/dvantol2_uwo_ca/Ei1EdgAP4qxNgbGgtipiphoBT3Sbd48gi4ht-axqekOxBg?e=hnbF1J) by 11:59PM on Friday, March 19. Use the folder labeled “Independent Participants.”
	2. **Students from a participating class:** Send your files to your professor for review first. After reviewing your file, they will upload the .zip to the [2021 Spring Conference OneDrive](https://uwoca-my.sharepoint.com/%3Af%3A/g/personal/dvantol2_uwo_ca/Ei1EdgAP4qxNgbGgtipiphoBT3Sbd48gi4ht-axqekOxBg?e=hnbF1J) using the folder labeled with your course name, or they will ask you to do so.
3. **Notify CURL.** As soon as your work (if you are an independent participant) or your class’s work (if you are a professor) has been uploaded to the OneDrive, please send us an email at curl@uwo.ca to let us know. The sooner we have access to it, the easier it is for us to plan the conference 

# Submission Template

*Please do not embed your images in this Word document. Simply include them in the .zip file.*

1. **Participant name(s) and email address(es):**

1. **Written Content:** Your Instagram post caption, 2200 characters max.

1. **Low-Vision Accessibility Features:** These ensure people with vision troubles or who use screen reading software can read and learn from your post.
	1. For each **photograph** you have included in your .zip file, please provide a short alt tag/image description.
	 Example: “A photo of a desk with a laptop on it. To the right of the laptop is a closed, Huron-branded notebook with ‘My Research Process’ written on the front.’”
	2. For each **Powerpoint-style image or infographic** you have included in your .zip file, please type the text here and describe any important visual elements.
	 Example: “My Results: A dual axis graph illustrates the following results. 75% of the students using study method 1 remembered what they learned two weeks later. The average boredom rating was 1/5. 60% of the students using study method 2 remembered what they learned two weeks later…” etc.

Thanks for submitting! We can’t wait to see your work 