

CURL 2021 Fall Exhibition Submission Guide

Submission Requirements

1. Submissions are due to CURL by 11:59PM on Wednesday, November 17, 2021.
2. Please ensure your content fits the requirements set out by Instagram.
 - a. **Length:** 2200 characters (not words) max.
 - b. **Image and Video Ratio/Size/file formats:** [See this guide](#). Images with the wrong ratio will be cropped by Instagram.
 - c. **Number of Images:** Max 10. **If your submission contains multiple images, ALL of those images MUST BE THE SAME SIZE.** If they are different sizes, Instagram will crop all images to the size of the first image, possibly cutting off your valuable content.
 - d. **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!](#)

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 \(see instructions here\)](#).

 - a. If you are submitting as part of a class, name the file YourName_CourseCode.zip, e.g.: JohnSmith_HIST1234G.zip. If you are submitting independently, name the file YourName.zip.
 - b. If your submission contains images, ensure their file names are numbered in order.
 - c. Do NOT embed images in your written document; simply include them in the .zip file.
2. **Submit your work.**
 - a. **Independent participants:** Upload your .zip file to our public [2021 Fall Exhibition OneDrive](#) by 11:59PM on Wednesday, November 17. Use the folder labeled “Independent Participants.”
 - b. **Students from a participating class:** Send your files to your professor for review first. **Your professor may have set a due date that is earlier than November 17.** After reviewing your file, they will upload the .zip to the [2021 Fall Exhibition OneDrive](#) 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, 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):**

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

3. **Low-Vision Accessibility Features:** These ensure people with vision struggles or who use screen reading software can read and learn from your post.

a For each **photograph** you have included in your .zip file, please provide a short image description. **If your image contains text information, write the text out.**

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.”

b 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 😊

Huron



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