

**Speaker Submission Instructions**

# Registration

1. Fill out [this Qualtrics form](https://uwo.eu.qualtrics.com/jfe/form/SV_0qrzWOogMpesHf8) to register as a speaker. **Registrations are due Thurs., Nov. 17 at 11:59PM.**

Note that you do NOT have to have your Powerpoint file finished by the time you register. **Register as soon as you know you want to be a speaker; the final Powerpoint is due by** **November 29th, 2022 (instructions are at the bottom of this document.)**

# Presentation Development

1. Plan to speak for 4-7 minutes.
2. View the information about accessible presentations on the [Creating Accessible Content page of the CURL website.](https://www.huronresearch.ca/curl/creating-accessible-content/) In particular:
	* Ensure your text is large enough for people in the back of the beaver dam and/or people with limited vision to read. It’s okay if this means having more slides!
	* Type clear, complete points to ensure that people who are hard of hearing or who struggle with auditory processing can follow along. E.g: “In what ways does [book title] criticize Victorian gender roles?” is clear; “[Book Title] – gender roles?” is not.
	* Provide verbal + text explanations of graphs in case the graph is difficult for attendees to interpret. If an image is necessary for understanding your point, describe it aloud.
3. Name your Powerpoint file FirstNameLastName\_Title.pptx.

# **Presentation Submission**

1. Open the [Fall Exhibition 2022 OneDrive](https://uwoca-my.sharepoint.com/%3Af%3A/g/personal/curl_uwo_ca/EkDSw9KAP8xBqrxs1kd6J8MB2iZetrj54BY_xpnZGU4QPQ?e=0hfUnC) and upload your file in the “Student Speakers” folder. (Make sure it’s named FirstNameLastName\_Title.pptx!) **The PowerPoint file is due in the public OneDrive by midnight on November 29th, 2022.**
2. In the same thread as your registration, send a copy of the Powerpoint file to curl@uwo.ca.
3. To protect against file loss, bring a thumb drive with your Powerpoint file to the Exhibition itself.

 **You’re done! Thanks so much for participating in the 2022 CURL Fall Exhibition.
We’re excited to learn all about what you’ve been working on!**