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Georgia Southern Commons

Library Faculty Presentations

University Libraries Faculty Research and
Publications

2015

We Came, We Saw, We Conferenced: Capturing and Sharing Campus Events at Georgia Southern

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<https://digitalcommons.georgiasouthern.edu/lib-facpresent/15>

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**GEORGIA
SOUTHERN**
UNIVERSITY

Georgia's large-scale, small-feel research university

We Came, We Saw, We Conferenced: **Capturing and Sharing Campus Events at Georgia Southern**


Debra Skinner

Interim Department Head & Coordinator of Cataloging and Metadata

Ashley D. Lowery


Digital Collections Specialist

Introduction



GEORGIA SOUTHERN
UNIVERSITY

Digital Commons@Georgia Southern



Digital Archive of Research, Scholarship & Creative Works

My FAQ About Home

Account

Enter search terms:

in this repository

[Advanced Search](#)

[Notify me via email or RSS](#)

Browse

[Collections](#)

[Disciplines](#)

[Authors](#)

Author Corner

[Submit Research](#)

[Author FAQ](#)

[Copyright Information](#)

[Data Management](#)

SelectedWorks

[Request a Site](#)

[Author Gallery](#)

[Plum Analytics](#)

[Expertise Search](#)



Publish

Host your journal in Digital Commons

[Visit site](#)

Browse Research, Scholarship & University Publications

- [Research Unit, Center, or Department](#)
- [SelectedWorks: Author Profile and Publications](#)
- [Journals](#)
- [Programs and Conferences](#)
- [Electronic Theses & Dissertations](#)
- [Georgia Southern University Policies](#)
- [Statesboro and Local Information](#)
- [Newsletters and Magazines](#)

Digital Commons@Georgia Southern is an open access digital collection whose purpose is to collect and disseminate the intellectual and creative output of the University's faculty, staff and students. Contributions come from all over campus and include theses/dissertations, conference proceedings, research publications, brochures, and newsletters.

Background

Institutional Repository at Georgia Southern began in 2009 with locally hosted Eagle Scholar.

- Dspace platform
- Part of 3 year grant with Georgia Tech
- Grant combined local institutional repositories into statewide GKR – GALILEO Knowledge Repository
- Grant was for 3 years, extended to 4
- Not sustainable after the grant
- Little faculty support other than ETD archiving

Why Move to Digital Commons?

What Faculty Wanted – Not offering a service with no market as feared but there existed a market for more, different, better services!

Technology – Attended “Cooperative Curation Symposium and Workshop” at Georgia Tech in August of 2012 and realized we could never offer services needed on our own.

What do Faculty Want

- Place for a personal professional website with links to download or access their articles
- Include all publications whether full text is open access or not
- Include grants, honors awards – the full CV !
- Faculty Showcase

“I want to put my entire CV into the Repository.”

A Suite of New Services

- Digital Commons – February 2013
- Digital Collections Specialist – June 1
- Plans
 - Digital Commons set up and move content during summer
 - Promotion to faculty in Fall
- First requests in June with request for both Journal and Conference hosting
- Both had content in Repository but were not hosted there
- Word of Mouth Advertising

First Journal and Conference



international journal
SCHOLARSHIP of TEACHING and LEARNING

[Home](#)
[About](#)
[FAQ](#)
[My Account](#)

Journal Home

About this Journal

Scholarship of Teaching & Learning

Editorial Board

Policies

Review Process

SoTL Commons Conference

Submit Article

Most Popular Papers

Receive Custom Email Notices or RSS

SPECIAL ISSUES:

Select an issue:

All Issues

Enter search terms:

in this journal

Advanced Search

ISSN: 1931-4744

[Home](#) > [Journals](#) > [IJ-SoTL](#)

Editors

Editors-in-Chief: [Delena Bell Gatch](#) and [Laura B. Regassa](#)
Former Editors: [Lorraine Gilpin](#)
[Alan Altany](#) (Founding Editor)

Follow

International Journal for the Scholarship of Teaching & Learning is an open, double-blind peer reviewed electronic journal published twice per year by the Centers for Teaching & Technology at Georgia Southern University. The journal is an international forum for research and information about the scholarship of teaching and learning (SoTL) and its applications in higher/tertiary education.

Submission Deadlines: September 15th for the January issue and March 15th for the July issue

Current Issue: Volume 9, Number 1 (2015)

Invited Essays

[PDF](#) **Editors' Note**
Laura B. Regassa and Delena Bell Gatch

[PDF](#) **The More Things Change, The More They Stay The Same**
Kathleen McKinney

Research Articles

[PDF](#) **An Investigation of the Products and Impact of Graduate Student SoTL Programs: Observations and Recommendations from a Single Institution**
Nancy L. Chick and Cynthia Brame



SoTL COMMONS CONFERENCE

[My Account](#)
[FAQ](#)
[About](#)
[Home](#)

Enter search terms:

Search

in this collection

Advanced Search

Notify me via email or [RSS](#)

SoTL Commons 2014

Home

SoTL Commons Web Site

Contact

[Home](#) > [Programs and Conferences](#) > [SoTL](#)

SoTL COMMONS CONFERENCE

Follow

The submission form for the 2015 SoTL Commons Conference will be open from September 8 to November 15.

Conference Dates: March 25-27, 2015
Conference Location: Coastal Georgia Center, Savannah, GA
Proposal Submission Deadline: November 17

After the 2015 SoTL Commons Conference, follow the instructions below to submit your presentation materials:

Submit Complete Presentation

1. Click **Submit Complete Presentation** or **My Account**.
2. Login to your account.
3. Click on your proposal title.
4. Select **Revise presentation** on the left-hand menu.
5. Upload your presentation files and click **Submit**.

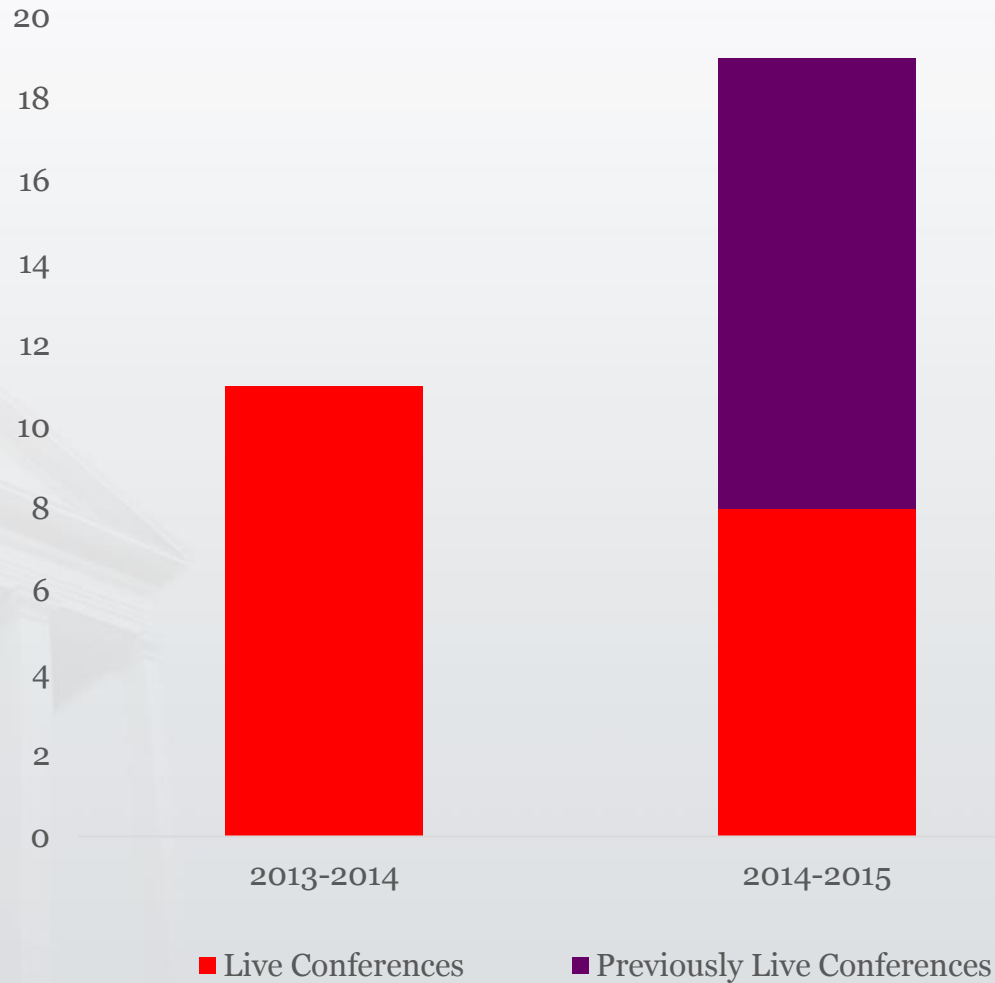
Why Submit Your Presentation? More exposure for your work! Presentations are searchable through Google, and you will receive reports showing how many people have downloaded your presentation.

What about Copyright? YOU retain the copyright. In the submission form, you will be able to choose a [Creative](#)

Partnerships

- *Continuing Education* – The first journal and conference request led to partnership for almost all conferences
- *College of Graduate Studies* – Revamp of ETD process
- *Office for Research* – Faculty Expertise Search, and Research Symposium, Committee Meeting Minutes
- *Campus Administration* – University Policies
- *University Honors Program* – Publications, theses, videos.

Live Conferences per Academic Year



Overview of Tips

**Tip #1:
Understand YOUR Goals**

**Tip #2:
Establish Boundaries**

**Tip #3:
Know the System**

**Tip #4:
Organize and Anticipate**

Tip #1: Understand YOUR Goals

Be able to articulate the answers to the following questions in terms of conferences:

1. How do they relate to the overall mission or goals of your IR?
2. What is your highest priority?
3. How can you achieve your goals and priorities?

Tip #1: Understand YOUR Goals

Example: Highest priority is to archive full-text materials;
 Achieved by flyers, emails, and personalized schedules.



SSWC Student Success in Writing Conference

Why Have Your Presentation in Digital Commons?

More exposure for your work! Presentations are searchable through Google, and you will receive reports showing how many people have downloaded your presentation.

In Digital Commons, you retain the copyright of your work. You can apply a Creative Commons license to your presentation, which controls how people can use your work.

What Can You Upload?

 DIGITAL COMMONS™ powered by bepress

PowerPoint Slides, papers, handouts, video, and any other documents you used during your presentation.

Now that you have presented, permanently store your presentation in Digital Commons@Georgia Southern!

Submitting Your Presentation to Digital Commons Is Easy!

1. Go to the **Student Success in Writing Conference** site of Digital Commons@Georgia Southern at the following link: <http://digitalcommons.georgiasouthern.edu/sswc/>
2. Click **Submit Complete Presentation** or **My Account**.
3. Login to your account.
4. Select **Revise presentation** on the left-hand menu.
5. Upload your presentation files and click **Submit**.

Need Help?

Contact Ashley Lowery in Henderson Library at 912-478-4056 or alowery@georgiasouthern.edu. If you have trouble submitting your presentation materials, email them to Ashley and she will upload them for you!

Dear presenters,

Your presentation information and/or full-text for the 2015 SECCLL have been posted. If you submitted full-text materials, they will be located on the webpage linked below. If you would like to have your presentation materials added, please send them to Ashley Lowery (alowery@georgiasouthern.edu).

<http://digitalcommons.georgiasouthern.edu/seccll/2015/>

Best,
 Ashley D. Lowery
 Digital Collections Specialist
 Zach S. Henderson Library
 Georgia Southern University
 Phone: [\(912\) 478-4056](tel:9124784056)

Examining the Influence of Internships on Teacher Recruitment

Tim Howard, *Columbus State University*
 Kimberly Shaw, *Columbus State University*
 Deborah Gober, *Columbus State University*
 Cindy Ticknor, *Columbus State University*

Holiday Inn

7:00 PM - 9:00 PM

Experimental Methods in Biology Course Engages Students in Authentic Research on Phage Superinfection Immunity Testing

Latanya Hammonds-Odie, *Georgia Gwinnett College*
 Diane Dorsett, *Georgia Gwinnett College*

Holiday Inn

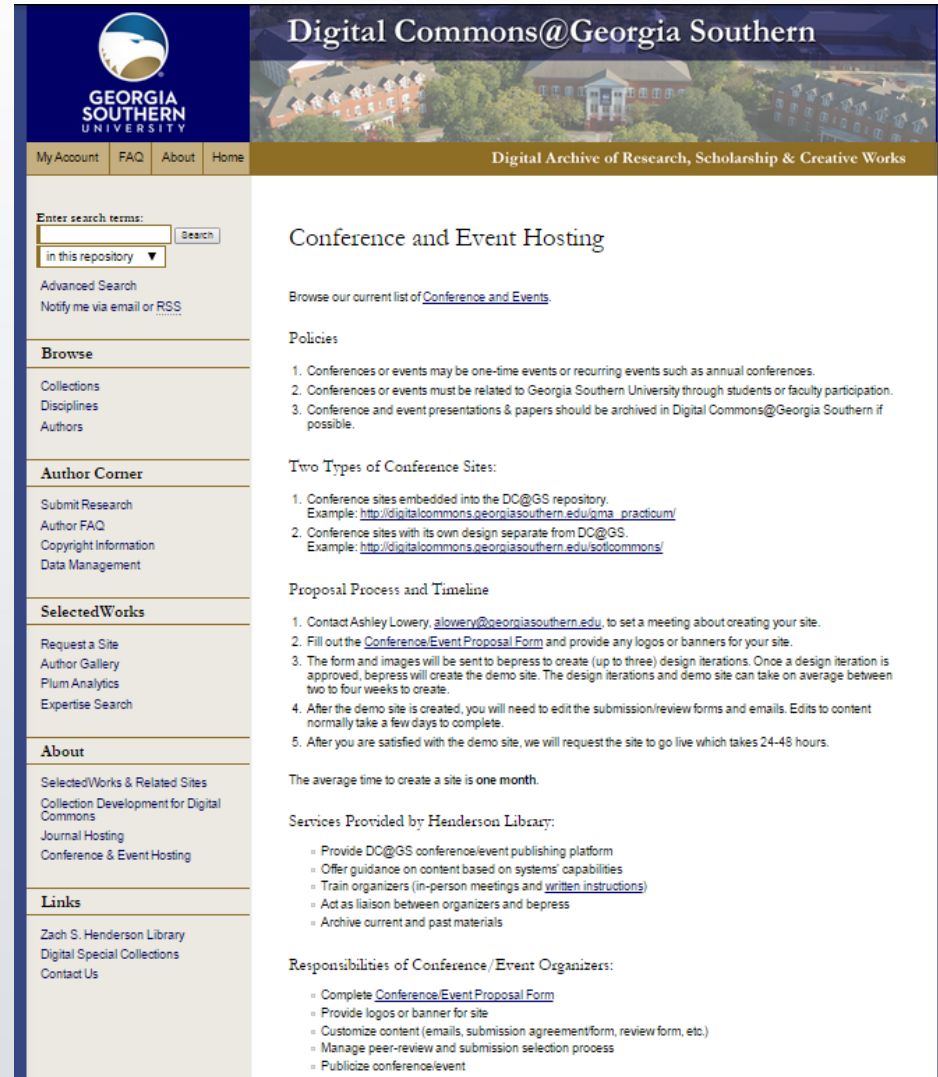
7:00 PM - 9:00 PM

Presentation Materials Available

Tip #2: Establish Boundaries

Post your policies on conferences/events in your IR and reevaluate them periodically.

- Definition of Conference
- Types of Sites
- Realistic Timeline
- Services of the Library
- Responsibilities of Organizers
- Information YOU Need



Digital Commons@Georgia Southern

Digital Archive of Research, Scholarship & Creative Works

My Account | **FAQ** | About | Home

Enter search terms:

in this repository ▼

Advanced Search
Notify me via email or RSS

Browse

- Collections
- Disciplines
- Authors

Author Corner

- Submit Research
- Author FAQ
- Copyright Information
- Data Management

Selected Works

- Request a Site
- Author Gallery
- Plum Analytics
- Expertise Search

About

- Selected Works & Related Sites
- Collection Development for Digital Commons
- Journal Hosting
- Conference & Event Hosting

Links

- Zach S. Henderson Library
- Digital Special Collections
- Contact Us

Conference and Event Hosting

Browse our current list of [Conference and Events](#).

Policies

1. Conferences or events may be one-time events or recurring events such as annual conferences.
2. Conferences or events must be related to Georgia Southern University through students or faculty participation.
3. Conference and event presentations & papers should be archived in Digital Commons@Georgia Southern if possible.

Two Types of Conference Sites:

1. Conference sites embedded into the DC@GS repository.
Example: http://digitalcommons.georgiasouthern.edu/gma_practicum/
2. Conference sites with its own design separate from DC@GS.
Example: <http://digitalcommons.georgiasouthern.edu/sofcommons/>

Proposal Process and Timeline

1. Contact Ashley Lowery, alowery@georgiasouthern.edu, to set a meeting about creating your site.
2. Fill out the [Conference/Event Proposal Form](#) and provide any logos or banners for your site.
3. The form and images will be sent to bepress to create (up to three) design iterations. Once a design iteration is approved, bepress will create the demo site. The design iterations and demo site can take on average between two to four weeks to create.
4. After the demo site is created, you will need to edit the submission/review forms and emails. Edits to content normally take a few days to complete.
5. After you are satisfied with the demo site, we will request the site to go live which takes 24-48 hours.

The average time to create a site is one month.

Services Provided by Henderson Library:

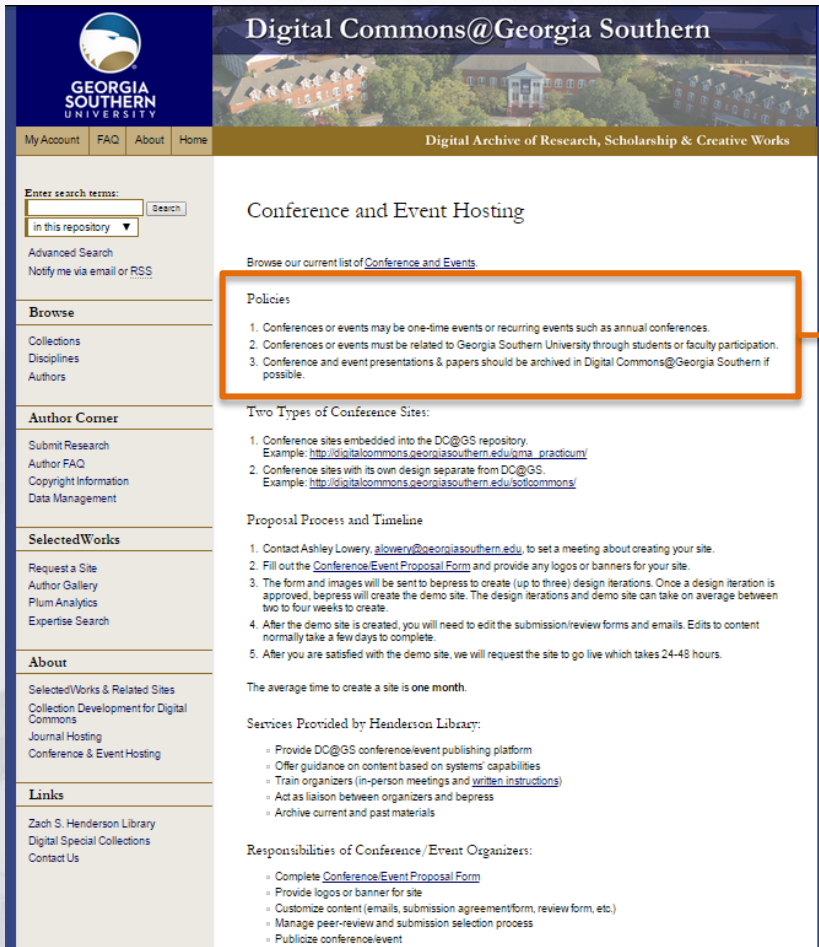
- Provide DC@GS conference/event publishing platform
- Offer guidance on content based on systems' capabilities
- Train organizers (in-person meetings and [written instructions](#))
- Act as liaison between organizers and bepress
- Archive current and past materials

Responsibilities of Conference/Event Organizers:

- Complete [Conference/Event Proposal Form](#)
- Provide logos or banner for site
- Customize content (emails, submission agreement form, review form, etc.)
- Manage peer-review and submission selection process
- Publicize conference/event

Tip #2: Establish Boundaries

Definition of Conference/Event



Digital Commons@Georgia Southern
Digital Archive of Research, Scholarship & Creative Works

Enter search terms:
in this repository

Advanced Search
Notify me via email or [RSS](#)

Browse
Collections
Disciplines
Authors

Author Corner
Submit Research
Author FAQ
Copyright Information
Data Management

Selected Works
Request a Site
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Expertise Search

About
Selected Works & Related Sites
Collection Development for Digital Commons
Journal Hosting
Conference & Event Hosting

Links
Zach S. Henderson Library
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Contact Us

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Example: <http://digitalcommons.georgiasouthern.edu/sofcommons/>

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1. Contact Ashley Lowery, alowery@georgiasouthern.edu, to set a meeting about creating your site.
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Responsibilities of Conference/Event Organizers:

- Complete [Conference/Event Proposal Form](#)
- Provide logos or banner for site
- Customize content (emails, submission agreement form, review form, etc.)
- Manage peer-review and submission selection process
- Publicize conference/event

1. Conferences or events may be one-time events or recurring events such as annual conferences.

2. Conferences or events must be related to Georgia Southern University through students or faculty participation.

Tip #2: Establish Boundaries

Types of Sites



The screenshot shows the Georgia Southern University IR interface. The top navigation bar includes 'My Account', 'FAQ', 'About', and 'Home'. A search bar is present with a dropdown menu set to 'in this collection'. The main content area features a banner for 'Digital Commons@Georgia Southern' and a sub-header 'Digital Archive of Research, Scholarship & Creative Works'. Below this, a breadcrumb trail reads 'Home > Programs and Conferences > GMA_PRACTICUM'. The central focus is a page for 'Local Government Practicum' presented in conjunction with the Georgia Municipal Association. A 'Follow' button is visible at the bottom right of the content area. The left sidebar contains sections for 'Search', 'Browse' (with links to Collections, Disciplines, and Authors), and 'Author Corner' (with an Author FAQ link).

Embedded into the IR



The screenshot shows a separate website design for the 'SoTL COMMONS CONFERENCE'. The top navigation bar includes 'My Account', 'FAQ', 'About', and 'Home'. A search bar is present with a dropdown menu set to 'in this collection'. The main content area features a banner with a nautilus shell graphic and the text 'SoTL COMMONS CONFERENCE'. Below this, a breadcrumb trail reads 'Home > Programs and Conferences > SoTL'. The central focus is a page for 'SoTL Commons 2014' with a 'Follow' button. The page contains information about the 2015 SoTL Commons Conference, including submission dates (September 8 to November 15), location (Coastal Georgia Center, Savannah, GA), and a proposal submission deadline (November 17). A 'Submit Complete Presentation' button is visible. The bottom of the page includes a numbered list starting with '1. Click Submit Complete Presentation or My Account.'

Separate Design from the IR

Tip #2: Establish Boundaries

Realistic Timeline

Average Time: 1 Month



Tip #2: Establish Boundaries

Services of the Library:

- Provide DC@GS conference/event publishing platform
- Offer guidance on content based on systems' capabilities
- Train organizers (in-person meetings and written instructions)
- Act as liaison between organizers and bepress
- Archive current and past materials

Responsibilities of Organizers:

- Complete Conference/Event Proposal Form
- Provide logos or banner for site
- Customize content (emails, submission agreement/form, review form, etc.)
- Manage peer-review and submission selection process
- Publicize conference/event

Tip #2: Establish Boundaries

Information about the Conference YOU Need

DC@GS Conference/Event Proposal Form

Please complete the form and submit to the Digital Collections Specialist, Ashley Lowery (alowery@georgiasouthern.edu) to begin the creation of your conference/event site in Digital Commons@Georgia Southern.

Event Title:	
Event/Conference abbreviation/acronym for URL:	
Desired launch date:	
Will the conference site be embedded in the repository or its own site?	
Is the Event a recurring event?	
Do you have a logo/banner for the site? If so, please attach it. Banner width should be exactly 980 pixels. 126 pixels is the preferred banner height. .eps or .png files are preferred. Do not compress your image file for the web.	
Do you have a submission form you previously used? If so, please attach it.	
Will the Event use DC@GS for the review process? If yes, how many reviewers per submission? How many days do reviewers have to complete the review process? Is it a double blind review? Do you want the presenters to see the reviews?	
Is there a list of reviewers to upload? If so, please attach it.	
Do you have a rubric/criteria for reviewers? If so, please attach it.	
Do you need to only Accept/Reject proposals or do you need the options to Accept with Minor Revisions and Major Revisions Required for Acceptance?	
Are there back files of content to upload? If yes, explain.	
Who are the sponsors of the Event?	
Person(s) filling out form:	

Tip #3: Know the System

To know the system, you must understand the system from the perspectives of potential presenters, reviewers, and administrators.

- Demo sites yourself
- Create training materials
- Assist all users with technical issues
- Innovate the system with new ideas

Tip #3: Know the System

After clicking on the title of a proposal, you will see the Submission Metadata page. Click "Yes" in the drop down menu near Locked by Administrator. This will prevent presenters from editing their proposal during the review process. Once it is locked, click on Reviewers on the left-hand menu to request reviews of this proposal.

Presentations

Batch upload XML

Batch upload Excel

Batch revise Excel

Presentation details

Preview Presentation

Reviewers

Revise Presentation

View revisions

Supplemental Content

Register decision

Post

Withdraw Presentation

Title: This is a Presentation Title.

Presenters: Ashley D. Lowery

Last Event: Initial submission (Wed Feb 12 2014)

Waiting for Administrator: Locked by Administrator:

Manuscript: #1009

Submission Metadata

Metadata Field	Value
Presentation Title	This is a Presentation Title.
Presenter Information	Author #1
First Presenter's Mailing Address	First Presenter's Mailing Address

Tip #3: Know the System

To know the system, you must understand the system from the perspectives of potential presenters, reviewers, and administrators.

- Demo sites yourself
- Create training materials
- Assist all users with technical issues
- Innovate the system with new ideas

Tip #3: Know the System

Template Review Emails:

Request to review MS #1010 for Global Education Summit

Inbox x

Ashley D. Lowery <editor-ges-1010-182> 2:50 PM (1 minute ago) ☆ ↶ ↷

to me, Assigned ▾

Dear Marie Antoinette,

I'm hoping that you will do me the favor of reviewing a recent submission to Global Education Summit entitled "Clinical Trial Methodology". The abstract is at the end of this message.

We are committed to providing presenters with unparalleled service, so please only agree to do this review if you really can complete a quality review in 21 days.

Please let us know whether you are willing to review this presentation by going to the following Web address and selecting the appropriate option there:

http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?authP=article%2Ccontext%2Creview_request%2Clogin&review_request=yes&context=ges&article=1010&authT=8WWVb4K9T1m3qO2kGK5h005mBNVW8o&login=1850603

If you have any trouble accessing the presentation, please contact support@dc.bepress.com for assistance.

You can submit your review by going to the same link listed above. From there, you will be prompted on how to finish submitting your review.

This request will expire in 5 day(s). Expired requests are subject to withdrawal at the administrators' discretion.

ABSTRACT
Brief Program

Important information regarding reviewing for Global Education Summit

Inbox x

Administrators of Global Educat 2:50 PM (0 minutes ago) ☆ ↶ ↷

to me ▾

Dear Marie Antoinette,

Thank you very much for agreeing to review "Clinical Trial Methodology". If you have not done so already, you may get a copy of the presentation at:

<http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1010&context=ges&login=1850603>

After you write your review, you can upload it as a text file, a Microsoft Word (or RTF) file, or as a PDF file.

The "Submit Review" form also includes a place where you may upload a confidential cover letter which only administrators may see.

To submit your review, please go to the following URL and click on the "Submit Review" link:

<http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1010&context=ges&login=1850603>

I look forward to receiving your review.

Respectfully,
Global Education Summit Conference Committee

Customized Review Email:

GERA Reviewer Request

Inbox x

Administrators of Georgia Educational Researc Apr 14 ☆ ↶ ↷

to me ▾

Dear Marie Antoinette,


Thank you for serving as a reviewer for the Georgia Educational Research Conference. Please review the assigned presentation proposal, "Practice Title," by Apr 28 2015 11:59 PM PDT. To access the proposal information and review form, click on the link below. You will be prompted to create a Digital Commons account or login if you already have an account.

<http://digitalcommons.georgiasouthern.edu/cgi/preview.cgi?article=1102&context=gera&login=1850603>

Respectfully,
GERA Annual Conference Program Chair

Tip #3: Know the System

Template Review Form:

Submit your report for "Text Event" 

Reports may be submitted as plain text, PDF, Microsoft Word or RTF files. Use the plain text option only if your report has no special fonts, equations, figures or necessary formatting. Microsoft Word and RTF files will be converted to PDF files for the authors' convenience, and all identifying references in document properties will be removed.

The author(s) will see your report exactly as you submit it. Microsoft Word or RTF reports will be converted to PDF format by the system. All identifying references to you in the "properties" of PDF files will be removed by the system. Please be sure to remove any identifying references to yourself within your report.

Option 1: Submit your report as a Word or RTF file:

No file chosen

Option 2: Submit your report as a PDF file:

No file chosen

Option 3: Submit your report as plain text:

Copy the text of your report from your word processor and paste it into the text box below. Symbols or font changes may not come through correctly with plain text, so please check your report before submitting it, and use another option on this form if necessary to retain formatting.

Recommendation to editor...

Please select one of the options below.

- Encourage **major** revisions as described in my report.
- Accept this article with **minor** (or no) revisions as described in my report.
- Reject this article without an option to resubmit.

Please explain the nuances of your recommendation in your cover letter to the editor below.

cover letter...

Please provide a confidential cover letter that only editors can read, even if your report is shared with the author(s). Your cover letter may be uploaded as a file or pasted into the text area below.

Option 1: Click the button below to locate the cover letter on your computer:
 (Word, Text or PDF files only, please.)

No file chosen

Option 2: Type or paste your cover letter below:

Customized Review Form:

Submit your report for "Georgia Educational Research Conference"

1. Complete the review rubric by clicking [here](#).
2. Write comments to the author/submitter offering feedback. The author will see the comments.

Tip #3: Know the System

Submit your report for "Georgia Educational Research Conference"

1. Complete the review rubric by clicking [here](#).
2. Write comments to the author/submitter offering feedback. The author will see the comments.

GERA Reviewer's Proposal Rating Criteria

* Required



Title of Proposal *

Name of Reviewer *

Objectives or purposes and inquiry questions *

1 2 3 4 5

Insignificant Critically Significant

Literature review or theoretical framework *

1 2 3 4 5

Not Articulated Well-Articulated

Methods (including data sources, procedures, and analysis for research-based proposal) *

1 2 3 4 5

Not Well Executed Well Executed

Results (grounded in purposes and methods) *

Min: 1: (Not Well Executed) Max: 5: (Well Executed)

1 2 3 4 5

Not Well Executed Well Executed

Substantiated conclusions and discussions (grounded in results and literature) *

1 2 3 4 5

Not Well Executed Well Executed

Recommendations for practice and future study *

1 2 3 4 5

Not Well Executed Well Executed

Recommendation to Conference Program Chair: *

- Accept this proposal.
- Reject this proposal.

Submit

Never submit passwords through Google Forms.

Tip #4: Organize and Anticipate

Conferences are generally recurring events and have many different deadlines.

- Create a calendar with all major dates
- Create a chart that includes the months of these major dates
- Write a checklist of what to do at certain times

Tip #4: Organize and Anticipate

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	Sep 1	2 9:30 Collection & Resc	3	4	5
6	7	8 3:15p PRO Meeting	9	10 Rural HIV Proposal S 9 Library Staff Mtg	11	12
13	14 4p Assessment	15	16	17	18 GES Conference Dat	19
20	21 3p collections 4p scholarly communic	22	23	24 9 Cataloging and Meta	25 Info Lit Conference	
27	28	29	30	Oct 1 Cross-Cultural Submi	2	3

Create a calendar with all major dates

Tip #4: Organize and Anticipate

Conferences	Contact Information	Demo Site URL	Live Site URL	Proposal Submission Alert Email	Proposal Submission Deadline	Date of Conference	Presentation Submission Deadline	Notes
Conference Check Lists: https://docs.google.com/a/georgiasouthern.edu/document/d/1Zwz-aHxXl2Ag4AtuvSIB-ix2Ttn_R-0bcXrvqx-XHag/edit?usp=sharing								
SoTL Commons Conference	Diana Sturges <dsturges@georgiasouth.edu> Stacy Kluge <skluge@georgiasouthern.edu> Mary Jernigan <mjernigan@georgiasouthern.edu>	http://demo.gs.be	http://digitalcommons.gsu.edu	July	November	March	April	
Georgia International Conference on Information Literacy	Janice Walker <jwalker@georgiasouthern.edu> Bede Mitchell <wbmitch@georgiasouthern.edu> Mary Jernigan <mjernigan@georgiasouthern.edu> Barbara Wilson <bjwilson@georgiasouthern.edu>	http://demo.gs.be	http://digitalcommons.gsu.edu	December	April	October	November	
Curriculum Studies Summer Collaborative	Julie Maudlin <jmaudlin@georgiasouthern.edu> Daniel Chapman <dechapman@georgiasouthern.edu>	http://demo.gs.be	http://digitalcommons.gsu.edu	November	March	June	July	
Phi Kappa Phi Research Symposium	Janet O'Brien <jlobrien@georgiasouthern.edu>	http://demo.gs.be	http://digitalcommons.gsu.edu	October	February	April	May	
Georgia Educational Research Conference	Cordelia Zinskie <czinskie@georgiasouthern.edu> Mary Jernigan <mjernigan@georgiasouthern.edu>	http://demo.gs.be	http://digitalcommons.gsu.edu	April	August	October	November	Contact Cordelia and Kymberly about the proposal (large); Find out proposal deadline for this and award
Georgia Southern University Research Symposium	Marla Bruner <mbruner@georgiasouthern.edu>		http://digitalcommons.gsu.edu	November	March	April	May	

Create a chart that includes the months of these major dates

Tip #4: Organize and Anticipate

To Do Four Months before Proposal Submission Deadline:

- Email conference chairs to set up a meeting to tweak submission/review process
- Add dates of Proposal Submission Deadline, Date of Conference and Presentation Submission Deadline on the calendar

To Do on Proposal Submission Deadline:

- Email conference organizers to confirm deadline
- Delete the "Proposal Submission" in the introduction using <magic ignore>
- Uncheck "Submit" button option in the configuration page

To Do Two Weeks Before Conference:

- Change submission form for presentation submission
- Create flyer for submission
- Discuss submission deadline for presentations with conference organizers

To Do Day Before Conference for POSTED Schedules:

- Revert the site to pending if NO presentations have been added
- If the presenters need to see full presentations during conference, revert AFTER conference

To Do after Presentation Submission Deadline for POSTED Schedules:

- Ask representative to unhide the site
- Unhide the site on the configuration page
- Post by reentering the original URLs
- Update site

To Do after Presentation Submission Deadline for ALL Schedules:

- Add time, date, and location to the metadata; correct any formatting errors
- Post submissions listed in the program
- Withdraw submissions not listed in the program; Do NOT notify presenters
- Check schedule on site for time/date errors
- Email presenters by collecting email addresses from batch revision Excel

Write a checklist of what to do at certain times

Overview of Tips

**Tip #1:
Understand YOUR Goals**

**Tip #2:
Establish Boundaries**

**Tip #3:
Know the System**

**Tip #4:
Organize and Anticipate**

Benefits of Conference Hosting

- Conferences are part of Scholarly Record
 - Program
 - Abstracts
 - Full Content
- Conference hosting leads to journal hosting
- Spreads word about capabilities of Digital Commons so that other units on campus seek out our services
- Develop advocates on campus

Contact

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