**GREAT Day 2020 Entire Session – Presentation or Performance Submission Worksheet**

The purpose of this worksheet is to provide you with a listing of the information you will need to submit your Individual Presentation for GREAT Day via the online submission form. Deadline for submission: **March 138, 2020, 4:30 pm.**

**STEP 1:** Read guidelines at: <http://www.geneseo.edu/great_day/submission_guidelines>

**STEP 2:** Review worksheet to ensure you have all the information you need. You may complete the worksheet and copy and paste information into the online form.

**STEP 3:** Complete the online submission form at: <https://www.geneseo.edu/greatday-submissions/app/>

* Faculty or students may propose an *ENTIRE* session of 3 or 4 student presentations, below. *Only use this form if you plan to submit an entire session*.
* \* Indicates a Required Field for the online form

**SESSION INFORMATION**

**Session Submitter:**

|  |  |  |
| --- | --- | --- |
| Name | Department | Geneseo Email |
|  |  |  |

|  |  |
| --- | --- |
| **Session Chair:**  | 🞏 Same as submitter |
| First | Last | Geneseo Email |
|  |  |  |
| 🞏 Student | 🞏 Faculty Member from department: |

**Building & Room Preference (optional):**

|  |  |
| --- | --- |
| Building:  | Room: |

*Building & Room Preference is granted on a first-come, first-served basis. We may not be able to honor all requests.*

|  |
| --- |
| **Title of Entire Session** (Limit of 200 characters): \* |
|  |

**Type of Session (check all that apply)**

|  |  |
| --- | --- |
| 🞏 Dance performance | 🞏 PowerPoint presentation |
| 🞏 Musical performance | 🞏 Reading of creative work (poetry, prose, fiction) |
| 🞏 Panel Discussion | 🞏 Theatrical performance |
| 🞏 Paper presentation | 🞏 Other |

**What length of time is required for each presentation listed for this submission?** \*

|  |
| --- |
| 🞏 15 minutes each (12 min presentation + 3 min Q & A and discussion) |
| 🞏  25 minutes each (20 min presentation + 5 min Q & A and discussion)  |
| 🞏  37 minutes each (30 min presentation + 7 min Q & A and discussion) |

**Special Requirements for Presentations or Performances:**

|  |  |
| --- | --- |
| 🞏 Electrical Outlet | 🞏 Electronic Visualizer |
| 🞏 Projector for PowerPoint presentation | 🞏 Overhead Projector |

**NOTE: For PowerPoint presentations, you will need to provide your own laptop**

**PRESENTATION INFORMATION: Complete for each presentation.**

**Please list in the order in which you would like them scheduled.**

**Presentation or Performance**

|  |
| --- |
| **Students:** (List Primary Contact First\*) |
| First | Last | Geneseo Email |
|  |  |  |
|  |  |  |
|  |  |  |
| **Faculty Sponsor** | **Second Faculty Sponsor** |
| Name: \* |  |  |
| Department: \* |  |  |
| Email Address: \* |  |  |
| **Title (Limit of 200 characters): \*** |
|  |
| **Abstract/Brief Description (Limit of 200 words): \*** |
|  |
| **Name and email address of student commentator for first presentation (if applicable):** |
|  |

**Is this presentation going to be presented off campus (at a conference/workshop/symposium)?**

|  |  |
| --- | --- |
| Name of Conference/symposium |  |
| Location (city) of the conference |  |

**Please list any other special requirements or requests:**

|  |
| --- |
|  |