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# Hip to Be Prepared: Tips for Managing Multiple Conferences in Your Repository

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# **Hip to be Prepared: Tips for Managing Multiple Conferences in Your Repository**

*Ashley D. Lowery*

# Brief History



**GEORGIA SOUTHERN**  
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**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.

Digital Commons@Georgia Southern launched in Fall 2013

# Brief History

- *SoTL Commons Conference and International Journal the Scholarship of Teaching and Learning*
- Partnership with Division of Continuing Education



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**SoTL Commons 2014**

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**SOTL COMMONS CONFERENCE**


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:

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.



**ijSoTL** international journal  
 SCHOLARSHIP of TEACHING and LEARNING

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**Editors**

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

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

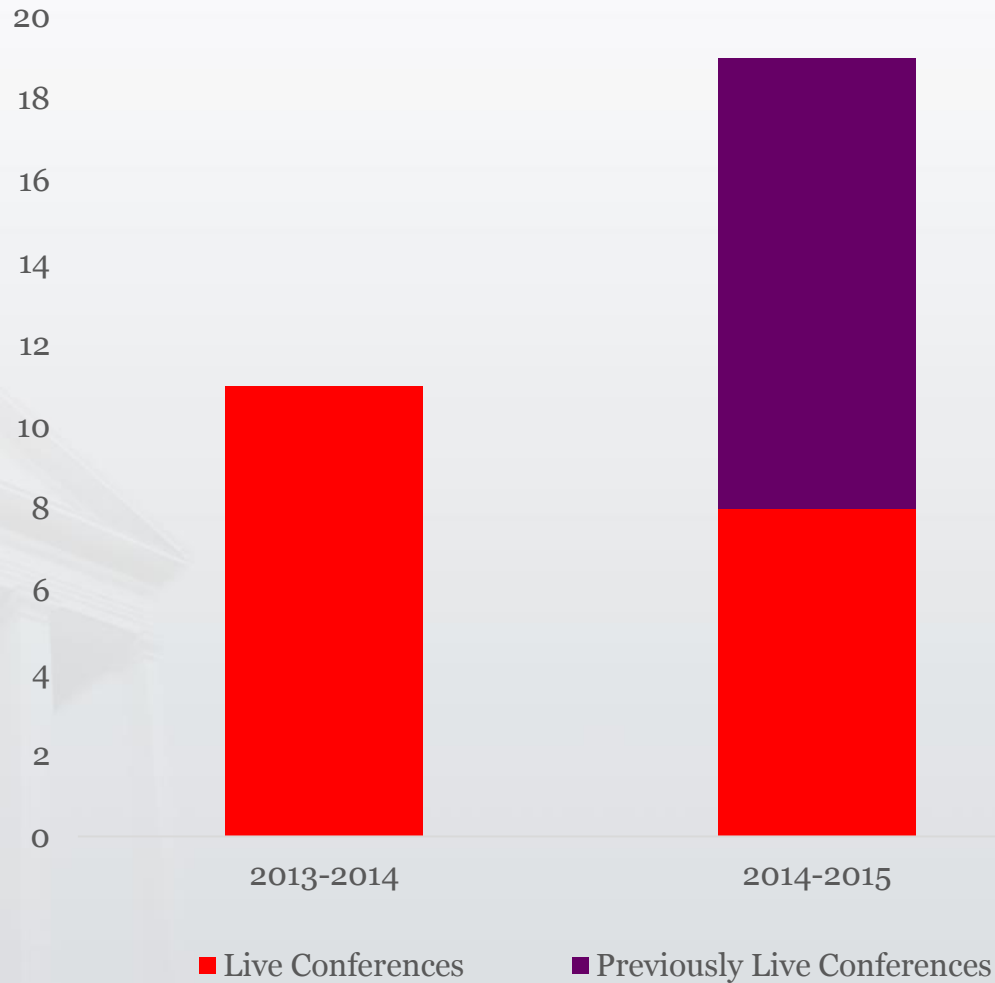
**Current Issue:** Volume 9, Number 1 (2015)

**Invited Essays**

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

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

# Live Conferences per Academic Year



# Introductions

- Do you use Digital Commons for your institutional repository? (If not, what do you use?)
- How many conferences do you have in your repository?

# 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 goals of your IR?
2. What is your highest priority?
3. How can you achieve your goals and priorities?



# Tip #1: Understand YOUR Goals



## 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?



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**.
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**.

## Need Help?

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

## 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*

## Investigating the Influence of the CSU Robert Noyce Teacher Scholarship Program on College Students' Teaching Plans

Leigh A. Mathis, *Columbus State University*  
Cindy Ticknor, *Columbus State University*  
Deborah Gober, *Columbus State University*  
Timothy Howard, *Columbus State University*  
Kimberly Shaw, *Columbus State University*

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/Event
- Realistic Timeline
- Services of the Library
- Responsibilities of the Organizers
- Information about the Conference YOU Need

# 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

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- Responsibilities of the Organizers
- Information about the Conference YOU Need

# Tip #2: Establish Boundaries

## DC@GS Conference/Event Proposal Form

Please complete the form and submit to the Digital Collections Specialist, Ashley Lowery ([alowery@georgiasouthern.edu](mailto: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? <b>If yes</b> , 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?	

## 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 specific to your institution
- 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

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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 specific to your institution
- Assist all users with technical issues
- Innovate the system with new ideas



# Tip #3: Know the System

## 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:

## 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

## 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

## 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	25-26 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	
<b>Conference Check Lists:</b> <a href="https://docs.google.com/a/georgiasouthern.edu/document/d/1Zwz-aHxXl2Ag4AtuvSIB-ix2Ttn_R-0bcXrvqx-XHag/edit?usp=sharing">https://docs.google.com/a/georgiasouthern.edu/document/d/1Zwz-aHxXl2Ag4AtuvSIB-ix2Ttn_R-0bcXrvqx-XHag/edit?usp=sharing</a>									
<b>SoTL Commons Conference</b>	Diana Sturges <dsturges@georgiasouthern.edu> Stacy Kluge <skluge@georgiasouthern.edu> Mary Jernigan <mjernigan@georgiasouthern.edu>	<a href="http://demo.gs.edu">http://demo.gs.edu</a>	<a href="http://digitalcommons.gsu.edu">http://digitalcommons.gsu.edu</a>		July	November	March	April	
<b>Georgia International Conference on Information Literacy</b>	Janice Walker <jwalker@georgiasouthern.edu> Bede Mitchell <wbmitch@georgiasouthern.edu> Mary Jernigan <mjernigan@georgiasouthern.edu> Barbara Wilson <bjwilson@georgiasouthern.edu>	<a href="http://demo.gs.edu">http://demo.gs.edu</a>	<a href="http://digitalcommons.gsu.edu">http://digitalcommons.gsu.edu</a>		December	April	October	November	
<b>Curriculum Studies Summer Collaborative</b>	Julie Maudlin <jmaudlin@georgiasouthern.edu> Daniel Chapman <dechapman@georgiasouthern.edu>	<a href="http://demo.gs.edu">http://demo.gs.edu</a>	<a href="http://digitalcommons.gsu.edu">http://digitalcommons.gsu.edu</a>		November	March	June	July	
<b>Phi Kappa Phi Research Symposium</b>	Janet O'Brien <jlobrien@georgiasouthern.edu>	<a href="http://demo.gs.edu">http://demo.gs.edu</a>	<a href="http://digitalcommons.gsu.edu">http://digitalcommons.gsu.edu</a>		October	February	April	May	
<b>Georgia Educational Research Conference</b>	Kimberly Drawdy <kharris@georgiasouthern.edu> Mary Jernigan <mjernigan@georgiasouthern.edu>	<a href="http://demo.gs.edu">http://demo.gs.edu</a>	<a href="http://digitalcommons.gsu.edu">http://digitalcommons.gsu.edu</a>		April	August	October	November	Contact Cordelia and Kymberlie about the proposal (large); Find out proposal deadline for this and award
<b>Georgia Southern University Research Symposium</b>	Marla Bruner <mbruner@georgiasouthern.edu>		<a href="http://digitalcommons.gsu.edu">http://digitalcommons.gsu.edu</a>		November	March	April	May	

Create a chart that includes the months of these major dates

## Tip #4: Organize and Anticipate

Conferences are generally recurring events and have many different deadlines.

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

# For More Information...

Visit

<http://digitalcommons.bepress.com/webinars/69/>

for a webinar version of this presentation.

or

Contact Ashley Lowery at

[alowery@georgiasouthern.edu](mailto:alowery@georgiasouthern.edu)