FAQs for the Graduate Student Summit

What is required for registration?
Attending the Graduate Student Summit is open to all graduate students. Registering for the Graduate Student Summit is required for Graduate Student Summit and Jackson Scholars Research Seminar paper presenters.

In order to participate, you must register for both the Graduate Student Summit and the regular UCEA conference. You will register for this presentation opportunity when you register for the 2015 UCEA Convention at http://www.ucea.org/registration/. Upon clicking this link you will first register with the new UCEA website (if you have not already), and then proceed to registration for the UCEA Convention. The Graduate Student Summit is an add-on item listed with other items for which you may choose to register. All participants must register for both the Convention and Summit to participate.

What do I need to upload to AllAcademic?
A copy of your final conference paper. Our expectations are similar to the UCEA Convention. Conference papers vary, but are typically 20-25 pages in length (excluding references) and follow all APA 6th Edition formatting guidelines.

How do I upload my paper?
All required materials should be uploaded by three weeks prior to the start of the Convention. Log into All Academic

1. Under the "Submitter Menu" at the bottom of the page, select "Submit or Edit a Proposal"
2. For the relevant submission, there are three actions available, listed on the far right side of the screen:
   a. Upload – upload a copy of your paper (*must be in Microsoft Word (except docx), Adobe PDF, Word Perfect, Plain Text, or Rich Text Format (rtf); PDF is recommended for preserving formatting*)
   b. Download – download a copy of what is currently associated with the submission
   c. Review Summary – view your proposal's scores and reviewer comments
3. Select "upload" and follow the directions provided.
   a. Press "Choose File
   b. Select file (*must be in Microsoft Word (except docx), Adobe PDF, Word Perfect, Plain Text, or Rich Text Format (rtf); PDF is recommended for preserving formatting*)
   c. Choose "Accept and Continue"
4. Confirm that your upload is successful (may take 24-72 hours).

What if I have not completed my paper by the upload deadline?
Please make every effort to complete and upload your paper by the deadline (3 weeks prior). This timeline ensures that your faculty discussants and/or mentors have sufficient time to review your work and provide you with feedback. If it will not be complete, the appropriate etiquette is to send an e-mail to your discussant letting them know when you will be able to upload your paper and to offer to also send a copy to them directly for convenience.

What is the GSS paper session format?
The GSS session format follows that of a traditional conference paper presentation. On average, 15-20 minutes will be reserved for discussion at the end, allowing 10-12 minutes for each paper presenter. Out of respect for time for your fellow presenters, be prepared to stay within this time limit. In some cases, there are fewer papers, so presenters will have a longer time. To determine this, look at your session and use the following to determine your time:
> *(Total session time in min. – 20)/Number of papers in session = Time you have to present*

How do I go about preparing an exemplary conference presentation?
Check out this Café UCEA episode featuring two past GSC members, now faculty, discussing effective conference presentations with John Nash.

Also, the UCEA Program Center for Advanced Study of Technology Leadership in Education (CASTLE) has compiled a list of resources and tips for preparing excellent (and awful) conference presentations. Check them out here.
The most common error is to try to do too much in this time. During the Mentor Feedback Session, presenters will meet with their mentors/discussants and receive additional feedback on their presentations and papers. Those individuals participating in more than one session will have to do a combination of choosing and coordinating with discussants (e.g. go first in one, last in the other).

How should I go about planning for lodgings?
We suggest booking your room early as the block of rooms reserved by UCEA fills quickly. If you have a room to share or are looking for a room to share, please take advantage of our UCEA graduate student room-sharing forum. Make sure to read the directions and terms of use on the first sheet before entering information on the second sheet.

What should I plan to bring with me to be prepared for the conference?
- Extra copies of your paper
- Professional attire (suit jackets are appropriate)
- Business cards
- Conference 'survival kit' – contents are up to you, but GSC favorites are a healthy snack, water bottle, band aids, and breath mints

What if I am participating in the Abstract Exchange?
Abstract Exchange participants are expected to write a 3-5 page executive summary (excluding references) of their work, also following APA 6th edition guidelines. These should be emailed directly to the faculty mentor. And while it is not required, we encourage participants to share these with their groups to benefit from feedback from peers in addition to the faculty discussants.

What can I do before arriving at the conference in order to make the most of my experience?
- Plan to attend the Graduate Student Orientation immediately before the first GSS sessions (requires registration for the GSS).
- Plan to attend the Graduate Student Social and other networking opportunities.
- Plan and practice a 60-90 sec elevator speech about who you are and what you are interested in/researching.
- Preview the program and plan to attend sessions with relevance to your work. Also, identify scholars who you would like to meet.
- Create a Twitter account and start following people! Start with @UCEA and @UCEAGSC, then join the conversation using the convention hashtag. Tweet things like sessions you are excited to see, and include presenters in the Tweet to pre-network.
- Have some questions prepared to ask presenters/faculty based on their research or areas of expertise – these can be good conversation starters.