



# UCEA 2020 Graduate Student Summit Faculty Discussants & Presenters Guide

## AllAcademic Instructions to Access Session

1. Visit [ucea.org](http://ucea.org)
2. Click Account Access in the upper right-hand corner
3. Click Visit AllAcademic (blue button on right side of the page)
4. Click Track Submissions / Read Reviews
5. Students can upload final work using "Upload" button & Faculty discussants can download them under the assigned session

## Responsibilities: Faculty Discussants & GSS Presenters

Timeline	Faculty Discussants	GSS Presenters	
By Oct 26	Reach out via email to presenters assigned to their sessions to make introductions	Introduce yourself to the faculty discussant in your session	
By Oct 30		Upload final work to AllAcademic system <ul style="list-style-type: none"> <li>• Paper: 15-20-page conference paper</li> <li>• Ignite!: PPT/PDF for 5min presentation</li> <li>• Roundtable: 1-3-page outline of your work-in-progress (PDF or PPT) for 7-min presentation</li> </ul>	
Oct 31- Nov 15	Download the uploaded final work from AllAcademic. Review and draft electronic/handwritten feedback on presenters' final work.	Prepare your presentation for virtual GSS session (All sessions are synchronous)	
Nov 16 12:00-12:50 P.M. (Eastern)	Attend GSS General Opening Session		
<b>Nov 16 1:00 - 5:50: GSS Virtual Sessions (50 min for each)</b> (* Allow 1 minute for transition between presentations)			
	<b>Individual Paper Session</b> <ul style="list-style-type: none"> <li>• Intro by GSS member (2min)</li> <li>• Paper 1 (10 min)</li> <li>• Paper 2 (10 min)</li> <li>• Paper 3 (10 min)</li> <li>• Discussion &amp; Q/A (15 min)</li> <li>• Closing by GSS member (1min)</li> </ul>	<b>Roundtable Session</b> <ul style="list-style-type: none"> <li>• Intro by GSS member (2min)</li> <li>• Paper 1 (7 min)</li> <li>• Feedback-Paper 1 (6 min)</li> <li>• Paper 2 (7 min)</li> <li>• Feedback-Paper 2 (6 min)</li> <li>• Paper 3 (7 min)</li> <li>• Feedback-Paper 3 (6 min)</li> <li>• Q/A and Closing (3 min)</li> </ul>	<b>Ignite! Session</b> <ul style="list-style-type: none"> <li>• Intro by GSS member (2min)</li> <li>• Paper 1 (5 min)</li> <li>• Paper 2 (5 min)</li> <li>• Paper 3 (5 min)</li> <li>• Ignite! Discussion &amp; Q/A (25-30 min)</li> <li>• Closing by GSS member (1min)</li> </ul>
Nov 17-19	<b>Individual Paper Session Only</b> Faculty discussants will provide a follow-up mentoring session with written and oral feedback on presenters' uploaded paper and presentation. Faculty can self-schedule this 50-min feedback session at your convenience during/or after the convention. All presenters meet with their session's faculty discussant.		