

Undergraduate Research Showcase Submission Checklist

Please make sure you have read through this checklist before submitting to our showcase via the [submission form](#).

Poster submission checklist

- Oriented in A1 portrait
- Title is max. 100 characters
- Includes your name and the University logo in the left-hand corner as per the Design Studio's visual identity guidelines. Please see the poster templates on the website.
- References at the bottom of the poster
- Ready to submit in an editable format such as Microsoft Word or Microsoft Publisher
- References in a separate Microsoft Word document
- Poster text in a separate Microsoft Word document
- Read through the [copyright compliance page](#) and attached documents
- Read through the additional requirements and guidance under the [general guidance tab](#)

Video submission checklist

- Between two and three minutes long
- Ready to submit in an .mp4 format
- Title is max. 100 characters
- Video is subtitled OR you have emailed the UGRS Team to ask them to do this for you
- Opening clip includes name and University logo in the left-hand corner as per the Design Studio's visual identity guidelines. You can download a PowerPoint template [here](#) and create a title slide including the logo.
- End clip includes references
- References in a separate Microsoft Word document
- Transcript in a separate Microsoft Word document
- Read through the [copyright compliance page](#) and attached documents
- Read through the additional requirements and guidance under the [general guidance tab](#)

Abstract submission checklist

- Follows the template supplied on the UGRS website
- Title is max. 100 characters
- Abstract text max. 250 words
- Ready to submit in an editable format on Microsoft PowerPoint
- References in a separate Microsoft Word document
- Read through the [copyright compliance page](#) and attached documents
- Read through the additional requirements and guidance under the [general guidance tab](#)