

PRESENTATIONS

Presentations typically refer to formal or informal talks given by faculty members, often related to their research, teaching, or professional expertise. These presentations can occur in a variety of settings, including academic conferences, workshops, seminars, and symposia. They can also include guest lectures or presentations made to professional organizations or the public.

Please note: conference proceedings have published outcomes, where presentations do not.

ADDING PRESENTATIONS

1. Enter the **Presentation Date**.
2. Enter the **Title** of the presentation.
3. Enter **Location** (optional).

Presentation Date

Required

 mm/dd/yyyy **No release date****Title**

Required

Location (City, State / Country)

4. Enter the **Venue Name** (optional).
 - a. Host or name of event, NOT the physical address/location.
5. Select the **Scope/Impact** of the presentation.
6. Select **Work Status**.

Venue Name

Scope / Impact

Required

Work Status

Required

7. Enter the **URL/Link** associated with the presentation (optional).
8. Enter the **Description** of the presentation (optional).
9. Enter the **Portfolio of Intellectual Contribution** (optional).

URL / Link

Description

0 / 2000

Portfolio of Intellectual Contribution (AACSB)

10. Enter the **Mission** of the presentation (optional).
11. Choose the **Type of Intellectual Contribution (AACSB)** (optional).
12. Indicate if this presentation is a **Community-engaged activity?** (optional).

Mission (AACSB)

Type of Intellectual Contribution (AACSB)

Community-engaged activity?

13. Enter Presenter information:

Some data will automatically be added in this section.

- a. First Name
- b. Middle Initial (optional)
- c. Last Name
- d. Affiliation
- e. Author Order

- i. The Collaborator's box will have your name and institution listed automatically. You can then enter in their role information and add additional collaborators if needed.

First Name	Required	M.I	Last Name	Required
Ali			Gator	
Affiliation Enter at least 3 characters...				
University of Florida				
Author Order				
<input type="text"/>				

- f. Select the associated role of the presenter.
- g. If the presenter is a student, check the Student? checkbox.
- h. If the presenter is faculty at UF, check the Faculty at your institution? checkbox.

Role(s)
0 Selected 
<input type="checkbox"/> Student?
<input type="checkbox"/> Faculty at your institution?
Add another collaborator

14. Click the **Add Documents** link and upload the file(s).
15. Name the file(s).

— Add Documents

Select a file	Name the file
<input type="file"/>	<input type="text"/> Browse
	

16. Click the **Create Record** button.

[Create Record](#)

EDITING PRESENTATIONS

1. To edit a record, scroll down to the **Manage your Records section** and **click on the record** you wish to change.
2. Change the information in the specific field(s).
3. Click **Save Record**.

Manage your Records

Records per page: 20 ▾

Showing 1 - 1 of 1 Records

<input type="checkbox"/>	Title	Start Year	Actions/Display
<input type="checkbox"/>	Discovering the Digital Frontier Source: Self-Entered Visibility: Private	2024	

Edit information below to update record

[Save Record](#)[Reset Form](#)**Presentation Date** Required

08/30/2024

 **No release date****Title** Required

Discovering the Digital Frontier

DELETING PRESENTATIONS

[Why would someone do this?]

1. Scroll down to the **Manage your Records** section.
2. Locate the record you wish to delete and **click the icon with 3 vertical dots** (hamburger icon).
3. Select **Delete**.

Manage your Records

Records per page: 20 ▾

Showing 1 - 1 of 1 Records

<input type="checkbox"/>	Title	Start Year ↓	Actions/Display
<input type="checkbox"/>	Discovering the Digital Frontier Source: Self-Entered Visibility: Private		<div>View/Edit Exclude from CV/Reporting Set Visibility Delete</div>

Records per page: 20 ▾

Showing 1 - 1 of 1 Records

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu