

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

☐ 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
<input type="text" value="Ali"/>		<input type="text"/>	<input type="text" value="Gator"/>	
Affiliation		Enter at least 3 characters...		
<input type="text" value="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
 ▼

☐ **Student?**

☐ **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

 [Browse](#)

Name the file



16. Click the [Create Record](#) button.

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

Search for an activity...

▼ Filter ▼

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

☐ No release date

Title Required

Get Help


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

Search for an activity...  Filter 

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>  <div> View/Edit Exclude from CV/Reporting Set Visibility Delete </div> </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