Display of Creative Work Presentation Guide
Exhibit, Performance, or Demonstration (for students in the arts)

General Guidelines for Online and/or In-Person Presentation

- You will be preparing a poster or slides explaining your creative work and process. A link to the KU poster templates is here: https://brand.ku.edu/toolkit/downloads/research-poster-templates.
- PowerPoint is a straightforward way to create a poster. As a student, you have access to this software for free; if you need help with how to get it, more information can be found here: (https://technology.drupal.ku.edu/office).
- If you are preparing a poster, you want it to be big enough to fit your text and graphics and be easily readable online.
- Change the size of your poster by going to Page Setup>Custom> then enter in the size if necessary. Research posters are traditionally **4' wide by 3' tall.** However, follow the poster size guidelines of your discipline if it has one.
- Your poster or slides should mostly be *about* the creative process (see sections below), with examples of your creative project used to introduce the overall project or to illustrate concepts or ideas.
- **You will make a YouTube video of a 2–3-minute talk where you explain your work.**
- As you plan your presentation, review the rubrics available on this website.

Your poster should include the following information:
You do not necessarily need to follow this order, but you should make sure that your talk includes all three of these elements. These guidelines (with modification) from the template for performance reflections in John Bean's *Engaging Ideas (2011), pg. 261.*

Creative Vision/Comparing with other artists:
- First, give the audience a big-picture explanation of what you were trying to accomplish with your creative project.
- Share with the audience the original themes, ideas, or inspiration for this project and how it relates to other works. Be sure to include:
    - **Vision/Inspiration:** Explain your intentions and goals for your work or performance: What were you trying to accomplish? Was there something that inspired this project?
    - **Comparing to other artists:** Situate your work within the context of other works: Whom were you trying to emulate or resist? What other artists have done work with a similar medium, in a particular tradition, or explored similar themes? What influences were you trying to follow or shake off?

Process:
- Next, show the audience your creative process and the decisions you made along the way.
    - Help your audience understand your creative process and behind-the-scenes decision making. Show them the work that goes into creating a poem [painting, dance, etc.].

- o Explain some of the decisions you made during the project: why did you take one path rather than another?
- o Share details about the final product or performance. Some short excerpts or examples may help illustrate your work. Make it easy for the audience to understand what your creative project looked like, and what principles or ideas guided your work.

Reflection:

- Finally, reflect on what you learned about yourself, your discipline, and/or your original inspiration for the project through working on this project.
  - o Evaluate your own work: what are the criteria you use to judge a performance/ work of art in your medium or craft? How well does your work stand up to these criteria?
  - o How did your vision for the project change over time? Did you stick to your original plans, or did the project evolve to explore different themes?
  - o Explain what you have learned about the demands of this craft and about the nature of the creative process through working on this project.

ONLINE PREPARATION (if applicable)

Talking About Your Work:
Keep in mind that posters or slides alone often do not contain enough information for an audience, and so part of your presentation should involve explaining your work to others.

When you have created your presentation and practiced explaining it a few times, do you think the poster makes sense? Did you forget any information? Next, it is recommended to send your poster to a friend to see if they can understand it. **You should ask your research mentor or instructor for feedback. You may also want to send your presentation to a friend to see if they can understand it.**

Save Your Poster or Slide Presentation as a PDF before adding narration.
Once you are satisfied with your final PowerPoint slide presentation, **save a copy of it as a PDF before you add narration**. You will need to upload a PDF of your slides in addition to the version you create with narration that will be uploaded to make a YouTube video.

Naming your file
When you save your PDF, use **LastName_FirstName**; for example: **Smith_Jane**.
NOTE: If you are presenting as part of a group, use one person's name in the filename, preferably the name of the person who registered for the group.

Record the narration of your presentation – YouTube link is required:
You will need to record your presentation narration. You can use the record feature in PowerPoint. Here are some instructional videos:

Kevin Stratvert, an ex-Microsoft Program Manager has a YouTube channel with a lot of instructional videos: https://www.youtube.com/channel/UCfJT_eYDTmDE-ovKaxVE1ig/videos). Here is one:

➢ *How to Add Voice Over on PowerPoint Slides*: https://www.youtube.com/watch?v=tzJ1dZBGpUg

Other instructional videos on other YouTube channels:

➢ Here is a video providing Top 5 Best Free Screen Recorders:
https://www.youtube.com/watch?v=nCNri04lHaI
➢ *Upload PowerPoint to YouTube:*
https://www.youtube.com/watch?v=-BPrsu7hY0E
➢ *A Simple Way to Automatically Transcribe Video/Audio to Text:*
https://www.youtube.com/watch?v=erx9czQsY2Q
➢ *How to Automatically Create Subtitles and Captions for YouTube Videos*:
https://www.youtube.com/watch?v=LcHIZ9aI9TA
➢ *KU Technology - How To KU: PowerPoint (See Accessibility Section)*
https://howto.ku.edu/powerpoint#chapter-2963

How to Upload a PowerPoint Presentation to YouTube

- In PowerPoint, go to File.
- Click Export.
  Click Create a Video.
- Go to Create Video on your YouTube account (upper right corner of screen) to upload your PowerPoint presentation.
- **NOTE:** Please be sure to save your video as **UNLISTED**.
- Once you have converted your YouTube presentation into a video, use the YouTube link to your video to paste it on the ForagerOne submission form.

Upload your presentation!

Upload your YouTube file using the event submission link automatically sent to each person who registered a presentation. Please refer to the Undergraduate Research Symposium website for additional information.