

# Media Showcase – Submission Guidelines

The LHCC welcomes submissions of media productions or images for the Media Showcase. Photographs, graphics, audio, video, simulations, animations, games or other moving or still images may be submitted for consideration. All productions must have been completed on or after January 1, 2013. The deadline for submission is January 15, 2014. If the type of media you are interested in showcasing is not listed here, please contact the conference organizers at [LHC-CONF@iup.edu](mailto:LHC-CONF@iup.edu)

For consideration, submissions must include the completed LHCC 2014 Proposal Form along with a project description of 150 words or less indicating the title and content of your media. Any media featuring human subjects must be accompanied by the [LHCC Media Showcase Release Form](#) signed by any subject whose image is visible in the production. All submissions must be the original work of the individual(s) submitting the proposal. Submissions displaying the use of copyrighted or trademarked materials will not be considered.

Submissions must conform to the format requirements listed below for submission and for the Media Showcase Presentation. DO NOT include your name in the file name, in the content of the production, or anywhere within your proposal description. Use the title of your project as your file name. Please submit all productions as indicated below to the email address [LHC-CONF@iup.edu](mailto:LHC-CONF@iup.edu)

Media	Submission File Format Requirements
Still images (photographs or graphics)	.jpg
Audio Only	.mp3
Video	.mp4
Games or Simulations	.avi, .mov or *access to an online file
Media	Media Showcase Presentation Format Requirements
Still images (photographs or graphics)	Full-sized images mounted and matted for display on easels
Audio Only	CD/DVD or .mp3
Video	DVD or .mp4
Games or Simulations	.avi, .mov or **presenter provides laptop for playback

\*Submissions that are accessible online will be considered. In the project description document, please include the URL for access. The URL should include only the project being considered for submission and should not direct the reviewers to multiple projects, such as an online portfolio. No identifying information should be viewable in the online submission or the URL.

\*\*Presenters accepted for the Media Showcase who are utilizing specialized software required for interactive play or other purposes may bring their own laptop for the presentation of their project during the Media Showcase. Individuals utilizing this option must be in the showcase room no later than one hour prior to the start of the Media Showcase.

The media showcase room will be equipped with computers for viewing of electronic media. Please note any other equipment requests on the LHCC 2014 Proposal Form.

The Media Showcase will be presented in a two-hour block on Friday, April 11. Showcase participants must arrive at the showcase location no later than one half hour prior to the start of the showcase to set up their production and be present during the allotted showcase hours to discuss their work. The showcase room may be open at other times during the conference and will be monitored by conference staff during those times.

Notification of acceptance will be sent by February 28, 2014. Presenters must confirm their attendance and submit a Presenter Conference Registration Form along with payment and a presenter bio of 100 words or less by March 10, 2014. Authors of submissions who do not confirm attendance and submit the Presenter Conference Registration Form by March 10, 2014 will not be included in the conference program.