

# IUP Scholars Fora Abstract Submission Checklist

When you go into InfoReady to submit your abstract, you will be asked to fill out a number of information fields. This checklist will make sure you have all of the information on hand to make submission easy. If you do not know the answer to some of these, check with your faculty sponsor.

**Your Title and Abstract:** The abstract should fit within the word limit . You should have this open in Microsoft Word (or the equivalent) and ready to copy and paste into the form.

**Student Names:** If you worked on a group project, you will need the names of all of the students involved. One of the students (probably you) will be identified as the lead on the project, you should make sure everyone is happy with the order of names as that is what will appear in the program.


**College and Department:** You will need to select your college and type in the name of your department.

Eberly College of Business and  
Information Technology

College of Health and Human Services

College of Education and  
Communications

College of Humanities and Social  
Sciences

College of Fine Arts

College of Natural Sciences and  
Mathematics

**Faculty Sponsor Name:** All project submissions will be automatically sent for faculty approval when you hit submit. Once the submission is approved by the faculty sponsor, then it will be considered for inclusion in the event.

## Preference for Type of Presentation:

Poster Presentation

Business Case Competition

Oral Paper Presentation

Performance (Musical/Creative)

Juried Art