

Submission Details and Directions

The following information outlines the process for submitting an abstract to Tower Day. Abstract guidelines by discipline are on the Tower Day [website](#).

I. Important Information

- All abstracts must be submitted by the posted deadline(s). Please refer to the submission deadlines and make sure you submit your abstract accordingly. Notification decisions will be sent according to the posted schedule.
- Up to two abstracts per primary presenter are permitted. Up to a maximum of two co-presenters may be listed on each submitted abstract. There is no limit on the number of abstracts where an individual is credited as a co-author. Abstracts will undergo a rigorous evaluation by a panel of expert volunteer reviewers. Abstract reviewers will evaluate submissions based on the criteria listed below and will assess overall merit within the context of the specific academic discipline.
- The title and author(s) of your abstract will appear EXACTLY as they are entered in the abstract submission form. Please double-check punctuation, grammar, and spelling before submitting. Upon acceptance, your abstract will automatically be incorporated into the final program, which you may later reference for graduate school applications, resumes, CVs, etc. If you need assistance writing your abstract, please reach out to your mentor, the Tower Day Coordinator, or the Tutoring Center.

II. Submission Form Details:

- **Abstract Title (Use Title Case) (Word count: 30):** (Example: The Effect of Preventative Methods on Wildfire Damage)
- **Author Line:** Please enter the authors you would like to credit associated with your abstract (not all authors need to be attending presenters). The Primary presenter should be listed first followed by co-presenters and then any other contributor(s) you would like to credit (e.g. mentor, etc.). You will be asked to enter first name, last name, CSU email address and major or professional title for each recognized co-author.
- **Abstract Text ONLY (Word count: 500-600):** Submit your abstract text only (e.g. no title, authors, references, etc.). The main text of abstracts cannot exceed 600 words. Bold, italics, underline, superscript, and subscript are accepted. Please proofread your abstract carefully and pay attention to grammar as the submitted text will be used in the final program and there will not be an opportunity for editing. See guidelines specific to different disciplines below.
- **Who can submit Abstracts:** Abstract Submission can come from Undergraduates, Graduate, and Faculty. or Mentor-Led Abstract Submission.

III. Presentation Format and Theme Options:

- **Presentation Format:** Film, Visual Arts Displays, Oral Presentations, Performances, Poster Presentations, or Narratives and Storytelling. We ask that you **please provide the presenter's first choice. It is important to note that the Tower Day Coordinator and Staff will do their best to match the program with the presenter's choice.**
- **Additional information:** Presenters can provide a **URL (if applicable)**. There is space in the form to include a URL link to online documentation, formulas, images, music files, etc. in support of your submission. A place for **Supplemental Materials (if applicable for visual art submissions)** will be provided to attach three electronic files of sample artwork.

IV. Mentor-Led Presentation Format and Theme Options

- **Oral Presentations** (scheduled in a series with a 15-minute presentation and five minutes of Q&A) (20-minute presentation) Share invaluable insights, mentorship experiences, and research initiatives, illuminating the path for aspiring student researchers.
- **Narratives and Storytelling** (scheduled in a series with an eight-minute talk and two minutes of Q&A) (10-minute presentation) Multiple 10-minute presentations within a session. Presentations should be provocative, challenging, entertaining, and above all, interesting.
- **Poster Presentations** (max size of 48" x 48") (included in a 50-minute poster session): Poster sessions involve displaying a visual representation of the research project on a large poster board including a mixture of text with tables, graphs, and pictures to present your findings in a visually interesting and accessible way. This will serve as a tool to prompt discussion with colleagues during a 50-minute poster session. Mentors stand by their posters to discuss their work with conference attendees and answer questions. Items typically included: Title, Authors, Abstract, Introduction, Materials & Methods, Results, Discussion, Acknowledgments, and References.
- Mentor led sessions are submitted by faculty to spotlight their classes or any immersive classes, like the study abroad. Submission is through the appropriate [Kuali form](#). The faculty submits on behalf of the class. The faculty should send a class list to the Tower Day Coordinator to help order the section.

V. FAQs

- **Primary Presenter:** This is the primary presenter submitting the abstract and who plans to register for the conference and present (if accepted). You will be asked to provide your name, email, phone number, class level, and if you would like to be considered to serve as a moderator. Student researchers should be the ones to submit their abstracts rather than their mentor.
- **Co-Presenter(s) (Optional):** This is a place where you can list the names of up to two co-presenters (if applicable). All co-presenters listed here must register separately for the conference. You will be asked to provide the name and email of each co-presenter added.
- **Mentor:** A mentor should be a professor who is familiar with your work, and who will advocate for you if contacted. Be sure to complete your mentor's information thoroughly and accurately, especially your mentor's email address. You will be asked to provide your mentor's name and email.