HIPs Student Registration & Presentation Guide

Presentation Day: Friday, Dec 11th

9:00 AM – 3:00 PM, 2nd Floor, University Library

Administrative Contact: *Dr. Brandy Murray, brandymurray@mail.fresnostate.edu*

Technical Contact: *Marie Tongson-Fernandez, mfernandez@csufresno.edu*

A. Important Dates to Remember

- **Student Registration Opens: Monday, Nov 16th at 12 noon**
- **HIPs Student Registration Link: https://bit.ly/hips-student-reg**
- **Student Registration Closes: Tuesday, Dec 2nd at 11:59 PM**
- **For video presenters - YouTube Link Submission Deadline: Friday, Dec 4th at 11:59 PM**

GROUP PRESENTATIONS: Only one group member should register on behalf of the group.

B. Post-Registration Information

After registration, you will receive an email confirmation with the following details:

- Presentation ID# or Video ID#
- Presentation Title
- Group Members Information (if applicable)
- Course/Faculty Name
- Faculty Email
- United Nations Sustainable Development Goal(s)
- For online presenters only: YouTube Link Submission Link

C. Presentation Type

In-Person Presentation

- **Check your email for the assigned presentation time**
- **Check-in on Dec 11th at the University Library, 2nd Floor**
  - *Have your Presentation ID# ready*
  - ***Display your Presentation ID# and evaluation QR code/link on your poster board***

Video/YouTube Presentation

Online presenters, follow the Video Submission process below:

Deadline to submit YouTube Link:
Friday, Dec 4th at 11:59 PM

- **Create your video presentation**
  - Filename should match your assigned presentation (e.g., 55878.mp4)
  - Length: Approximately 5 minutes
  - Upload your video to your Fresno State YouTube account (log in using your Fresno State credentials)
  - Ensure it is ***set YT link to PUBLIC view***

- **Submit your YouTube Link**
  - For group projects, **only one member** should upload the link
  - Go to your uploaded video and copy the share link
  - You will need to enter your Presentation ID# (check your email) to submit the link
  - Submit YT Link here: Click this link ONLY when you are ready to submit your YouTube link.
    - The YT submission link is also provided in your registration confirmation email

D. Presentation Day Reminders

A. In-Person Presenters

✅ **Display your Presentation ID# on your poster board clearly for your audience**

B. Online Presenters

✅ **Set your YouTube link to PUBLIC view**
✅ **Check if your presentation link is working on the HIPs website**

⚠️ ***Failure to complete these steps will prevent evaluators from finding or rating your presentation.***

E. Peer Evaluation

- **Peer Evaluation Assignments will be emailed the week of the symposium**
- **Evaluation link: https://bit.ly/hips-eval**