

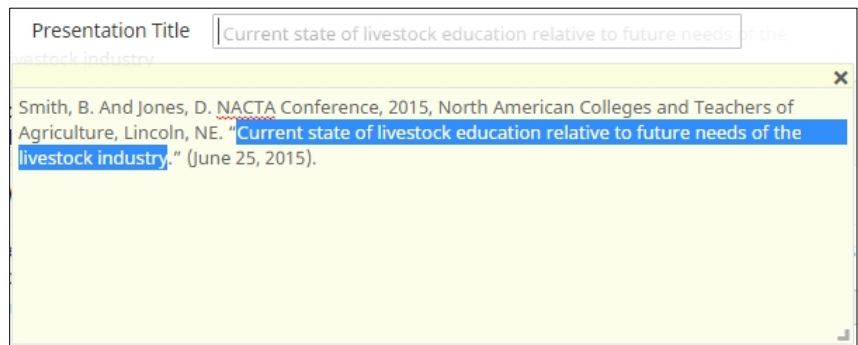
# Entering Presentations Records

ALL Teaching, Research, Extension, and other presentation records are entered in the Presentations screen under the Research and Creative Activity section of the Manage Activities page.

**NOTE for Extension Personnel:** If a presentation was made within the state for extension clientele, report it in the “Implemented Educational Programs, Products or Services” screen — NOT in the Presentations section. An example of a Presentations entry would be your presentation given as a result of an invitation to speak at an annual meeting of a state or national professional organization.

## Tip for entering records

If you have the presentation citation entered in a CV file, use the **PasteBoard** feature to copy-and-paste content into the fields. This feature allows you to select-and-drag a portion of the content from the PasteBoard area into the specific text field.



In this sample screen, the Presentation Title has been selected in the PasteBoard area. After the text is selected, click-hold-and-drag the content into the appropriate field text box (indicated by the vertical bar and gray text). Release the mouse button to place text. The text is removed from the PasteBoard area.

## General instructions for adding or updating a presentation record

Enter the required information that would characterize a “normal” citation for your discipline AND information required for IANR or CEHS or UNL reporting.

- 1) Click on the **Add New Item** button to enter each new presentations record.  
- OR -  
Click on the **record title** to update pertinent data.

- 2) Complete the **Presentation Type, Conference/Meeting Name, Sponsoring Organization, Location, and Presentation Title** fields for ALL Presentation entries.

Presentation Type	<input type="text"/>
Conference/Meeting Name	<input type="text"/>
Sponsoring Organization	<input type="text"/>
Location	<input type="text"/>
Presentation Title	<input type="text"/>

- 3) **Presenters/Authors.** Enter all co-presenter/authors, including a student, in the proper citation order. If you are not the first presenter/author, you change the order of authorship after adding additional names.

To add names, select the number of presenter/author rows to add and click on the **Add** button. You will see the additional name fields as illustrated in the screen capture above.

NOTE: This is an individual record. All co-presenters/authors must create individual records.

- a) For UNL personnel, start typing the name in the **Select or type a name...** “search” field and then select the name from the list of matching names (first & last names or Account ID).

If the university person, presented under another name (e.g., maiden name), you can change the name that will display for the record by entering the alternate name in the Name fields.

- b) To add students or others from outside of UNL, enter the name(s) in the appropriate fields (see above screen capture).

*Students* - Be sure to select the Undergraduate or Graduate option in the “If a student, what is his/her level?” column on the right.

HINT: Another option is to use the “Add a list of Names” feature to add multiple names.

- Click on the button to open the pop-up dialog box.
- Enter the names with proper capitalizations as the names of persons outside of UNL will appear in the report as entered here.
- Click on the *Process this List* button.

Follow the on-screen instructions. After you have confirmed the entries are correct, click on the *Save and Close* button to return to the Intellectual Contributions screen.

When all presenter/author names have been entered, you can click on the Up/Down arrow on the right side of each entry to re-order the names in the order of authorship. You may also click on the Delete (trash can) button to delete any listing.



- 4) Complete the **Meeting Type**, **Presentation Category**, **Scope**, and **Was this peer-reviewed/refereed?** fields for ALL entries.
- 5) “Academic or Non-Academic?” selection is optional as it is not used in the Annual Report.
- 6) Complete the **Published in Proceedings?** and **Published Elsewhere?** fields for ALL entries.  
If the presentation was published in proceedings AND not entered in the Intellectual Contributions (Publications) screen, complete the **Proceedings Citation** field.
- 7) Complete the **Invited or Accepted?** field for ALL entries.
- 8) Completing the “Abstract/Synopsis (30 Words or Less)” field and uploading the Presentation file is optional as these are not used in the Annual Report.
- 9) Complete the **Does this activity have an international component?** field for ALL entries. This field is a UNL-wide requirement. If you answered Yes, you must complete the accompanying text box to provide a brief description.
- 10) Complete the **This work is primarily associated with my appointment in** (check all that apply) field for ALL entries. This is REQUIRED for IANR reporting.
- 11) Complete the **Does this work have a Science Literacy emphasis?** field for ALL entries. This is REQUIRED for IANR reporting.
- 12) Enter the **Date**.
- 13) When finished, click on the **Save** or **Save + Add Another** button.