**Presentations Data Entry Guide -- Under Scholarship/Research Section**

**Date**

Select the date for the presentation.

**Presentation Title**

Enter the full, unabbreviated title of the presentation. Do not use quotation marks.

**Presentation Type**

Indicate whether the presentation is virtual or in-person.

**Presentation Format**

- **Virtual**
- **In-Person**

**Conference/Meeting Name**

Enter the full name of the conference/meeting where the presentation was given.

**Sponsoring Organization**

Enter the name of the organization that sponsored the event.

**City, State and Country**

- **City**: Enter the city where the event took place.
- **State**: Enter the state.
- **Country**: Enter the country if the event did not take place in the U.S.

**Meeting Type**

Do not complete this field.

**Presenters/Auditors**

- **People at University of Richmond**
  - **First Name**: Enter the first name(s).
  - **Middle Name/Initial**: Enter the middle name or initial (optional).
  - **Last Name**: Enter the last name.
  - **Role**: Indicate your role. Select from the drop-down menu or enter manually.

**Scope**

These fields are optional. Content entered in these fields will not be included in web bio pages or on annual reports.

**Invited or Accepted?**

**Academic or Non-Academic?**

**Was this peer-reviewed/referred?**

**Published in Proceedings?**

**Published Elsewhere?**

**Abstract/Synopsis**

Enter a brief description or an abstract of the presentation.

**Drop file here or select to upload**

Upload any related files or presentations.