

ScholarWorks Submission Agreement for SOURCE Presentations

Central Washington University's ScholarWorks is a digital showcase of the research and scholarly output of members of the university community. (See Scholarworks at <http://digitalcommons.cwu.edu> for examples.)

As a participant in SOURCE, you have created work that we would like to feature in ScholarWorks. We'd like to give future members of the campus community access to your work as an example of the creative and scholarly output at this university. To do so we ask that you agree to the following:

By signing below, you grant ScholarWorks on behalf of Central Washington University the non-exclusive right to distribute your work over the Internet and make it part of ScholarWorks. You also understand that, once deposited in ScholarWorks, your presentation may not be removed, except in special circumstances. Please note that for SOURCE presentations that include copyrighted images/graphics, dissemination will be limited to users with CWU authentication.

If you agree, please sign below and provide the following information:

Names of presenter(s) (please print):

_____	_____
_____	_____

Presenter's signature(s):

_____	_____
_____	_____

Mentor's signature(s):

_____	_____
-------	-------

Title of presentation:

File name for your presentation:

Saving SOURCE Presentation Files

When saving your PowerPoint to a Desktop at the SURC, you will want to know the session number for your presentation. Please use this information when naming your file. Use the format:

[year]-[SOURCE session number]-[your last name].ppt

So, let's say Sarah Brown is presenting on May 15, 2014. She's presenting at session 2. She would name her PowerPoint: "2014-2-Brown.ppt."

If you aren't sure about your session number, please check with the attendants at the tables. We appreciate your help in keeping file names consistent as this will help us organize presentations.

Department Name

400 East University Way • Ellensburg WA 98926-xxxx • Office: 509-963-xxxx • Fax: 509-963-xxxx
Office Location, room xxx • Web: www.cwu.edu/xxxxxxx

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

This is an electronic communication from Central Washington University.