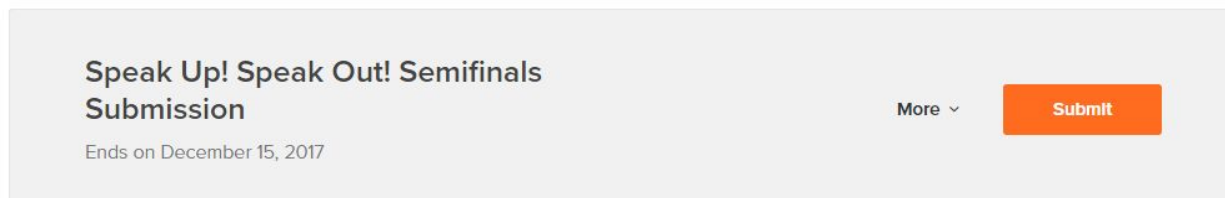


Getting Started

- 1) Go to <https://strauss.submittable.com/submit>
- 2) Look for the “Speak Up! Speak Out! Semifinals Submission” Category and click the orange button labelled “Submit”



Creating a Submission

- 3) Title your submission SchoolName_TeamName
 - a) Please complete a separate submission form for each team. You may submit up to three teams.
- 4) Write your *school's name*, the *team name*, and the *team's topic* (example: “Homelessness” or “Neighborhood Recycling”) in the “Cover Letter” section.

Example title and cover letter:

Title *

UTAustin_Team1

Please title your submission "SchoolName_TeamName".

Cover Letter *

UT Austin
Team 1
Higher Education Access

Provide your school's name, team name, and team topic (example: "Homelessness" or "Neighborhood Recycling").

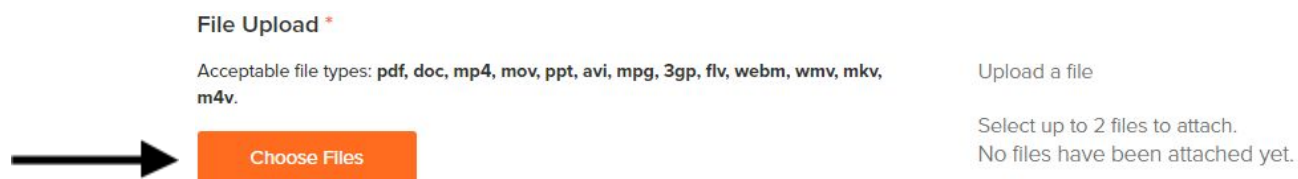
- 5) Provide project information
 - a) In the spaces provided, explain your project's problem statement, root cause, and solution. Please do not exceed a one-sentence explanation for each field.
- 6) Select grade level

(continued on next page)

- a) Select one option (5th grade, middle, or high school) to describe the grade level in which the team members are enrolled. If you have questions about your team's grade level classification, please email Sydney.Wilburn@austin.utexas.edu

Uploading a File to Your Submission

- 7) Upload video and digital presentation.
- a) Select the orange "Choose Files" button to upload the ONE video file and ONE additional file (copy of digital presentation) from your computer.



- b) Once your TWO files have been uploaded, click the orange "Submit" button at the bottom of the web page. Congrats, you're on your way to semifinals!



Semifinal submission opens: Friday, December 1st
Deadline for submissions: Tuesday, December 19th

Questions about Submittable?

Submittable support team: (855) 467-8264, ext. 2
support@submittable.com

Questions about submission or program guidelines?

(512)471-7142
Sydney.Wilburn@austin.utexas.edu

Video Recording Tips

- **Snag front-row seats.** Sit close to the presenters (about 6-10 feet) so we can see the students' faces, hear their voices, and see the text on their digital presentation. Avoid stand in the back of the room and relying on your camera's zoom-- the picture will get pixelated quickly.
- **Make sure your students are speaking up and speaking out!** If we can't hear the audio on your video, the most important part of the presentation (your students talking about their wonderful project) will be missing.
- **Get the whole picture.** Though we don't recommend standing too far away from your presenters, we also want to see all of your presenters on the screen at once as much as possible. Minimize shifting the camera view to one student to the next and keep your camera horizontal (landscape), not vertical.
 - Tip: This is a good way to show students how they are presenting themselves as a whole group, especially when they're not the one speaking. Are they fidgeting with their shirt hems or swaying distractedly?
- **Let there be light!** Make sure there is enough light so we can see both your students' smiling faces and their digital presentation.
- **Shake off the shaking.** Though you may be shaking with excitement to see your students presenting all of their hard work, shaky video footage is hard on the eyes - use a tripod or prop your phone up using books or other items.
- **Tips for recording with your smartphone:**
 - Put your phone on airplane mode when recording to minimize notifications interrupting your video.
 - Please record your videos **horizontally**-- and if you haven't already, educate yourself on the (very real) dangers of [Vertical Video Filming](#).
 - Video recording can take up a lot of battery, so be sure to bring your charger with you on filming day.