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## MANAGING OPT PRESENTATIONS

The presentations application is used to create and maintain a history of your scholarly presentations. Once entered, these references will be automatically auto-populated in your Promotion and Tenure template.

You can enter the presentations references yourself or assign a designee editor to enter them on your behalf. (To assign a designee editor, navigate to Nav Bar > Main Menu > Self Service > UF Faculty Promotion & Tenure, click Add/Update a Designee Editor and enter the UFID of your designee editor [an 8-digit number]).

This instruction guide describes how to add, edit, view and delete Packet presentations within the OPT module in myUFL.

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### NAVIGATION

Login into myUFL and navigate to:

**Nav Bar > Main Menu > My Self Service > Faculty Promotion & Tenure**

Click the **Faculty Activity** link found at the bottom of the screen under the Track Ongoing Activity heading. Then click the **Presentations** link.

### ADDING A PRESENTATION

1. Click the **Add Presentation** button.
2. In the Presentations section, choose the **Presentation Venue**.

Options are:

- International
- National
- Regional
- State
- Local

3. Choose the **Presentation Status**.

Options are:

- Invited
- Other
- Refereed

4. Choose the **Presentation Type**.

Options are:

- Continuing Education
- Keynote
- Lecture
- Paper
- Poster
- Seminar
- Speech
- Symposium
- Workshop

5. Indicate the **From Date** and **To Date** of Presentation.

**Note:** You must enter dates in both categories, but you can enter the same date in each if appropriate.

6. Enter the Presentation Title in the **Title** field.

7. Enter the organization sponsoring the event or conference in the **Sponsor Organization** field.

8. Input the location of the Presentation in the **Place of Presentation** field.

9. Include any URL regarding the Presentation in the **URL** field (optional)

10. Include Authors, Co-Authors and/or Senior Authors in the Author List Work Area.

11. Confirm your name is listed as the first Author in the Author list.

12. Click the plus sign (+) button to display additional Author rows.

13. Input additional Author Name, Role and Mentee Relationship.

Options are:

- a. Fellow (f)
- b. Other (&)
- c. PostDoc (p)
- d. Resident (r)
- e. Self (s)
- f. Student (g)
- g. N/A

14. Input any notes into the **Notes** section

15. Click the **Save** button.

16. Click **Go To Presentations List** button

## EDITING A PRESENTATION

Presentation references are listed in the Type and Title tab. Clicking the Edit button will allow you to make any needed changes.

1. Click the **Edit** button.

### Presentations

Poole, Gene

Here is a list of your Presentations. Click on the "Edit" button to view more information.

Add Presentation
View Presentations

[Help/Instruction Guide](#)

| Type and Title | More Info | Find       | First 1 of 1 Last |  |  |        |
|----------------|-----------|------------|-------------------|--|--|--------|
| Venue          | Status    | From Date  | Type              | Title                                  |  |        |
| b. National    | Invited   | 01/31/2015 | Speech            | The Plight of the Bottle-nosed Dolphin | <span style="border: 1px solid red; padding: 2px;">Edit</span> | Delete |

2. Make any desired changes to the options on the Change Presentation screen. Options are:
  - a. Fellow (f)
  - b. Other (&)
  - c. PostDoc (p)
  - d. Resident (r)
  - e. Self (s)
  - f. Student (g)
  - g. N/A

### Change Presentation

Poole, Gene

Enter information about the presentation and then click Save.

Presentations

\*Presentation Venue: b. National

\*Presentation Status: Invited

\*Presentation Type: Speech

\*From Date: 01/31/2015 (example: 02/12/2005) To Date: 01/31/2015

\*Title: The Plight of the Bottle-nosed Dolphin

\*Sponsor Organization: NOAA

\*Place of Presentation: Performing Arts Theatre, 100 NE 2nd Avenue, Miami, Florida

URL: www.pobnd.org

Author List Work Area (not saved)

Default Role: Author Split Author List

| #Order | Author Name          | Role      | Self or Mentee Relationship |     |
|--------|----------------------|-----------|-----------------------------|-----|
| 1      | 10 Welson A. Tremura | Author    | Self (bold)                 | + - |
| 2      | 20 Ronda Mitchell    | Co-Author | Fellow (f)                  | + - |

Include these notes in presentation reference

Notes:

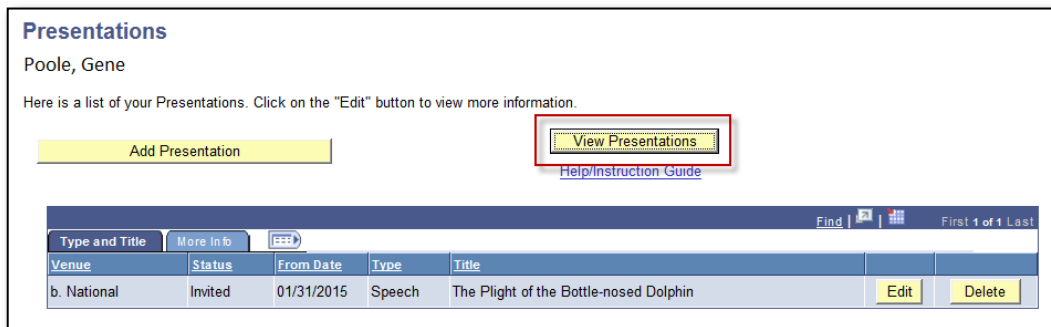
3. Click **Save** when finished.

4. Click Return to List

## VIEWING ALL PRESENTATIONS

Clicking the View Presentations button will display the full details of all of your presentations in an .rtf document in the P&T template format.

1. Click the **View Presentations** button.



**Presentations**  
Poole, Gene

Here is a list of your Presentations. Click on the "Edit" button to view more information.

[Add Presentation](#) [View Presentations](#)  
[Help/Instruction Guide](#)

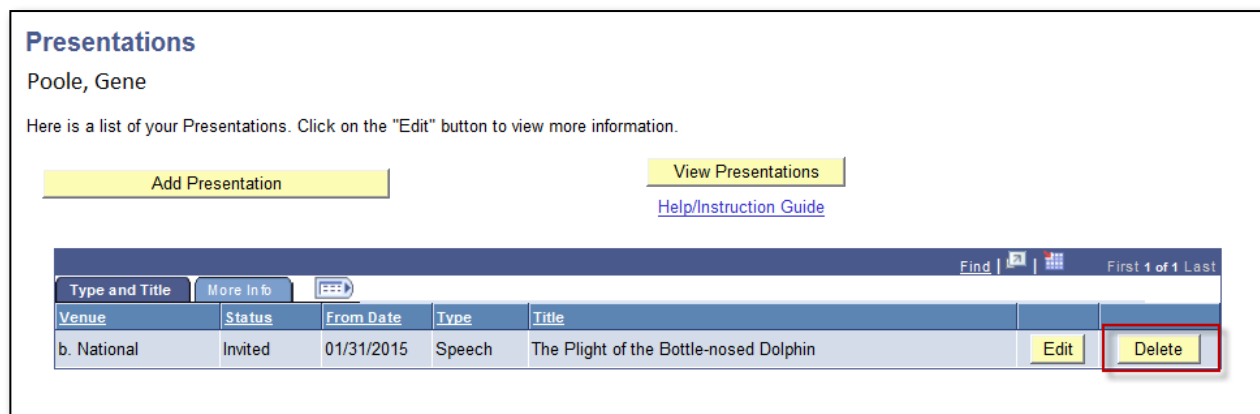
| Type and Title | More Info | Find       | First 1 of 1 Last |  |                      |                        |
|----------------|-----------|------------|-------------------|--|----------------------|------------------------|
| Venue          | Status    | From Date  | Type              | Title                                  | Edit                 | Delete                 |
| b. National    | Invited   | 01/31/2015 | Speech            | The Plight of the Bottle-nosed Dolphin | <a href="#">Edit</a> | <a href="#">Delete</a> |

2. Click the **Open** button if you get an open/save message window.  
**NOTE:** You may need to disable your browsers popup blockers and enable downloads to successfully view the .rtf document.

## DELETING A PRESENTATION

Any presentation no longer relevant can be deleted.

1. Click the **Delete** button for each presentation you wish to delete.



**Presentations**  
Poole, Gene

Here is a list of your Presentations. Click on the "Edit" button to view more information.

[Add Presentation](#) [View Presentations](#)  
[Help/Instruction Guide](#)

| Type and Title | More Info | Find       | First 1 of 1 Last |  |                      |                        |
|----------------|-----------|------------|-------------------|--|----------------------|------------------------|
| Venue          | Status    | From Date  | Type              | Title                                  | Edit                 | Delete                 |
| b. National    | Invited   | 01/31/2015 | Speech            | The Plight of the Bottle-nosed Dolphin | <a href="#">Edit</a> | <a href="#">Delete</a> |

2. Confirm the deletion by clicking **Yes – Delete** on the Delete Confirmation screen. If you decide not to delete the patent/copyright, click **No – Do Not Delete**.

Presentations

## Delete Confirmation



Are you sure you want to remove this Presentation (The Plight of the Bottle-nosed Dolphin...)?

If you accidentally delete the wrong presentation, add it back to your list of presentations by clicking the **Add Presentation** button on the Presentations page.