INTERNATIONAL SCHOLARS

International Scholar Research Exposition Guidelines

The Office of International Affairs and Office of for Research partner each year to host the [International Scholar Research Exposition](#), which showcases the world-class research undertaken by international scholars at The Ohio State University.

This year, due to the evolving nature of the COVID-19 pandemic, the exposition will shift from an in-person format to online, where 10 scholars will showcase their research through three-minute videos.

The videos will serve to highlight the scholars' remarkable research and convey to our community the value and potential impact of the research being conducted by international scholars. The videos will be published online, widely promoted through social media by the Office of International Affairs and shared with Ohio State leadership.

Executive Vice President for Research, Innovation and Knowledge Enterprise Grace Wang, Senior Vice President of Research Morley Stone and Vice Provost for Global Strategies and International Affairs Gil Latz will formally recognize the selected scholars during a virtual meeting via CarmenZoom, and scholars will have the opportunity to discuss their research and experience at Ohio State.

J-1 international scholars interested in participating in the exposition, should **secure the approval and support of their primary faculty sponsor** before submitting an application and **carefully read the following guidelines**.

Eligibility Guidelines
- To be eligible to participate in the International Scholar Research Exposition, you must be a J-1 scholar located in the United States and available for the virtual meeting with Ohio State leadership, which will be held on Tuesday, March 30 at 4:30 p.m.
- To participate, scholars must have approval and support of their faculty sponsor. All authors and co-authors must also agree to the submission.
- To be eligible, you must complete the application and video proposal by February 15. Selected scholars will have to successfully submit a script by February 28 to be approved prior to recording their video. Final video recording will need to be submitted by March 15.

Scholars whose entries are accepted will be responsible for preparing and professionally recording a three-minute video. Preference will be given to scholars who can clearly and succinctly describe their research and its real-world application and impact.

Guidelines for Video Proposal | Deadline: February 15
Please use the online application to complete your Video Proposal. Deadline to submit the application is February 15.

You will need the following information in order to complete the form:
- J-1 international scholar author's name, country of citizenship and email address
- Name of co-authors, if applicable, country(ies) of citizenship and email address [please indicate if your faculty sponsor is also a co-author]
- Name and contact information for primary faculty sponsor
- Research summary outlined by the following questions in layman's terms (i.e. using simple language that someone outside your area of expertise can understand):
  - Short description of the issue or problem addressed in your research along with methodology being used
  - Impact statement with real-world applications for your research

Guidelines for Video Script | Deadline: February 28
To make the process of recording your final video more streamlined, it is important to draft a timed script.

Selected scholars will need to draft a script and submit to rosa.69@osu.edu by February 28 for review and edits. The script when rehearsed should be a maximum of three-minutes long.

Script writing tips:
- Plan for 125 to 150 words of dialogue per minute (three minutes = 375 – 450 words total)
- When you start writing, focus on saying everything you want to say. Once you've got all the dialogue written, check your word count and remove and rework words to fit the word count.
- When writing, pretend you are speaking directly to the audience. Use "you" and talk to your viewers in a clear and concise manner.
- Make sure to write it the way you would say it and keep it conversational.
- Read your script out loud and time yourself to ensure that your video stays under three minutes.

Guidelines for Video | Deadline: March 15
The video should primarily feature the scholar speaking about their research. Please use CarmenZoom to record your video but **do not** include a presentation. The video should be conversational, and it should be easy for viewers of different background to understand the information.

Steps to set up CarmenZoom to record video:
- Log in to CarmenZoom to adjust your settings before recording:
  - Click **Settings** from left menu and then click **Meeting** settings

- - Scroll down to **In Meeting (Advanced)** and turn on **Closed captioning, Save Captions** and **Virtual background**
  - Scroll back up and click **Recording.** Turn on **Cloud Recording** and choose the following:
    - Click **Optimize recording for 3rd party video editor**
    - Click **Audio transcript**
    - Make sure to TURN OFF **Display participants' names in the recording**
- To record your presentation using CarmenZoom:
  - Start a meeting, click the **Record** button and choose **Record to the Cloud**
  - When done recording, click **Stop Recording** and leave your meeting
- To reviewing your video and edit audio transcript using CarmenZoom:
  - After a short time, you can view and download the recorded video and transcription files under **Recordings** in CarmenZoom. You will also receive an email once the files are processed.
  - Under **Recordings**, click on the video link, then play your video in the edit viewer by selecting the video file image.
  - As you review the video, you can edit the text of the transcription on the right by selecting the edit pencil icon to the corresponding text. Be sure to select **Save** after each edit.
- Click on **Share,** make sure to turn on **Viewers can download** and send the link to rosa.69@osu.edu by March 15.

Recording tips:
- Practice your script several times to get comfortable with the information.
- Have script open and follow along when you record but **do not read it word for word**. Remember, the video should be conversational and interesting to watch.
- View and follow these best practices when recording yourself.
- Utilize Ohio State's branded virtual backgrounds (it will look professional and show your Buckeye spirit!) or choose a high-resolution image related to your research as the background.
- Make sure to test your microphone/sound to ensure that the volume for the listener is high enough.
- You may have to record the video a few times before you have a great final version.

Virtual Meeting with Ohio State Leadership
The virtual meeting will be on Tuesday, March 30 at 4:30 p.m. via CarmenZoom. This meeting will be an opportunity for Executive Vice President for Research, Innovation and Knowledge Enterprise Grace Wang, Senior Vice President Stone and Vice Provost Latz to personally recognize our distinguished international scholars and their accomplishments.

This International Scholar Research Exposition is intended to raise awareness of the outstanding contributions international scholars are making to a variety of academic disciplines, to The Ohio State University, and the global community.

We look forward to your participation. Questions may be directed to Alessa Rosa.

THE OHIO STATE UNIVERSITY

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