

# Innovation Hour Sustainability Showcase Project Submission Checklist

**STUDENTS:** Use this checklist to help you prepare to submit your video and project submission [form](#) by the **April 7<sup>th</sup> deadline**. Refer to the [Call for Submissions](#) for information about eligible projects.

## Project Explainer Video

- Record a **1 – 3 minute video** explaining and showcasing your project and how it explores sustainability ideas, themes or concepts – See “How should I convert my project into a video?” on the [FAQs section of our website](#)
- Upload your video to YouTube – See “What resources are available to help me create and upload my video” on the [FAQs section of our website](#)

## Submission Form

- If you are submitting a team project, decide which member of the team will serve as the **primary contact** and make sure that person has the **full names of each team member** to enter on the submission form
- Determine **which category** you will be submitting your project under (check with team members and your professor)

*Project categories (you must choose one)*

- Design Concepts/Solutions*
- Fine Art or Performance*
- Business or Marketing Solutions*
- Technology or Engineering Solutions*
- Research related to Public Policy, Education or Social Issues*
- Research related to Environmental or Natural Sciences*

- Determine your **project title** (Same title must be used on form and video upload)
- Prepare your **abstract (100 word limit)**. In the abstract, describe the sustainability idea(s), theme(s), or concept(s) explored in your project
- Submit additional **project file** (if applicable). Note: If you are submitting a project that is physical or visual in nature (e.g. a poster, prototype, or art piece), in addition to your project explainer video you will have the opportunity to upload a digital representation of your project (such as a PDF of a research poster, digital photograph of an art piece). Acceptable formats include .doc, .pdf, .jpg, or .png.

*When naming your project file, make sure to use the following format:*

- Last Name\_First Name\_Name of Project*
- Example: Palacios\_Valerie\_Waste Not: Waste Reduction at CSULB*

- If your project was created for a course, know the **course name/number and professor name**
- Enter all of this information into the [ONLINE SUBMISSION FORM](#) by **11:59pm on Wednesday, April 7<sup>th</sup>**. Note: **You must use your CSULB student email address to submit this form.**

## Project Showcase

- Save these dates & Register
  - Projects will be viewable at [www.csulb.edu/sustainability](http://www.csulb.edu/sustainability) on April 14th. Check it out and spread the word!
  - Winners announced during the Innovation Hour Sustainability Showcase event on Wednesday, April 21<sup>st</sup> 12 – 1:15pm – Register to attend at: <https://2021ihss.eventbrite.com>