

Please email your submission to cosa@tcnj.edu with the subject line:
COSA 2021 Submission - [Your Name] - [Your Class]

- If you are in a group, please only have the group leader submit everyone's work within one email.
- If you are participating in more than one project, please submit them separately.

Papers and Presentation Slides:

- Please save as a PDF

Posters:

- Please save as a PDF
- The poster guidelines remain the same as previous years, except without printing
 - <https://celebration.tcnj.edu/wp-content/uploads/sites/115/2014/02/GuidetoPreparingaPosterPresentation-1.pdf>

Pre-Recorded Video:

- Please send a link to the video via YouTube or other video hosting platform. Video should be no longer than 15 minutes.

Pre-Recorded Audio:

- Please submit as a .MP3 or .M4A file. Recording should be no longer than 15 minutes.

Zoom Sessions:

- Refer to the Zoom sessions schedule to know when your Zoom session is. Please note that the Zoom schedule has been updated:
<https://drive.google.com/file/d/1X6Vq1MJySwGXULk3tARpCzY6kozJTWgB/view?usp=sharing>
 - If there is a scheduling issue with your assigned time, please let us know ASAP
- Please send the Meeting ID
- If you need to submit a corresponding project file, please submit them within the same email.
- Refer to the TCNJ website for how to use Zoom and create a meeting: <https://instructionaldesign.tcnj.edu/zoom/>
- Please use the below meeting settings - *These are essential to prevent Zoombombing!*
 - Join before host - Off
 - Use Personal Meeting ID (PMI) for scheduling and instant meetings - Off
 - Only authenticated users can join meetings - On
 - Make sure to check this off and choose Only TCNJ Users from the dropdown.
 - Only authenticated users can join meetings from Web client - On
 - Require a password (all options) - Off
 - File transfer - Off
 - Always show meeting control toolbar - On
 - Who can share - Host Only

- Annotation - Off
- Whiteboard - Off
- Remote Control - Off
- Allow removed participants to rejoin - Off
- Allow participants to rename themselves - Off
- Virtual Background - Off
- Waiting room - On

If you have any questions or issues, please contact Annemarie Sanders at cosa@tcnj.edu. We are looking forward to seeing all of your projects!