Sedona: Adding Conference Presentations

As with many other options within Sedona, there are two ways to add a conference presentation:

This brings up the Presentation Records screen. Add a conference presentation by selecting the green Add button.

Adding Authors

On the right side of the screen, you will notice that your name appears as the first author automatically. You can delete this information, if you are not the first author, and type in the correct name of the authors in order, moving down the screen from 1 to 2 to 3 to 4, etc.

Authors (drag/drop to order as in publication): *

First name or initial	Danina
Middle name or initial	
Last name	Tate
Affiliation	University of Houston - College of Liberal Arts & Social
Country	United States of America

Only first author is required; middle initial, affiliation and country are not required.

If six or more authors, enter these additional names in the et al. box in the format you will use on your CV.

et al. (will appear on CV just as you have entered this list)

Sedona FYI
Sedona is configured to produce your CV in APA format. As such, no matter how many letters you type in first or middle name fields, only the first initials of each will appear on the rendered CV. Refer to the tips within Sedona for handling hyphenated testing first names and other special cases.

Note: The red asterisk (*) indicates a required field.

Adding a Presentation Title

Title of Presentation *

Type or paste the title of the presentation. You may type the presentation title or copy and paste it into the title of presentation field. To paste, either type Ctrl + V or right click and select paste. A helpful hint for all Sedona screens is that title fields do not work properly if they include quotation marks. You will find that when you try to edit an article with quotation marks in the title, anything in the title after the first quotation mark is lost. We recommend using apostrophes in title fields, or using html italics tags to emphasize text.

For example:

Custard and Fishfingers: Diet in <i>Dr. Who</i> would appear on the CV as Custard and Fishfingers: Diet in *Dr. Who*

Conference/Event *

(enter if not in list)

The Conference/Event field is a drop-down menu which includes events added by yourself and your colleagues. If you find the conference in the list, you can select it. Otherwise, leave this field blank and type or paste the name of the conference in the field below ("event if not in list").

Sedona Success Tip
Recall the rules for titles (above) when adding a conference name!

Other Required Fields

Each of these fields, other than funding amount, is required

You must include the state or country (if out of the U.S.) and city. If unknown, select unknown for state and type unknown for city. If a virtual or online conference, select Virtual for state and type virtual for city.

Optional Fields

Duplicate this entry!

This record can be duplicated quickly throughout your CV as an Award or Grant, a published item in Proceedings, a conference attended for Professional Development, a subscription dataset and/or a student collaboration. This will create a record in each of these areas which you can edit or add to later (if you add the conference paper to proceedings, you can edit the proceedings item to include the citation information, for example).

Next you'll select the type of presentation. Paper (independent) is the default. The ShowCase drop-down enables you to select the order of this item on your CV within the year. If you select 1 and then add another conference presentation in the same year and make that a 2, then that is the order they will appear on your CV. This will not work between multiple years. For the item to appear on a short CV, it must have a ShowCase number.

If you like, you may include the month of the conference, the web address and/or keywords related to your presentation.

Adding a Description


The description field is an open text box in which you may type any additional information. This text will appear on the rendered CV. You do not have to type in this field. **If you leave the field blank**, you will want to select the Source button and delete any text you see, in this case " ." Select Source again to return to the regular view of the text box.

More Info on Adding Descriptions

If you have information to include in the description box, you have the option to copy the text from another source and place it in the box or to simply type the information. If you choose to copy and paste, we recommend that you either select source and use Ctrl + V to paste or right click and select paste OR that you select the clipboard with the T icon and use Ctrl + V to paste or right click and select paste. We do not recommend pasting directly into the description box or using the clipboard with the Word icon. These options will carry over a lot of unnecessary and messy code that will disrupt the streamlined look of your CV.
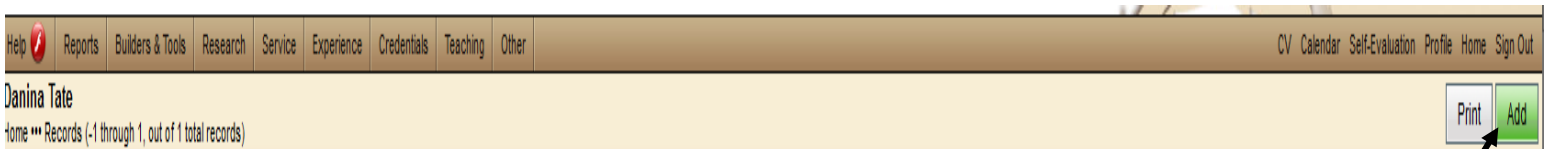

Use these icons to paste text into the description field
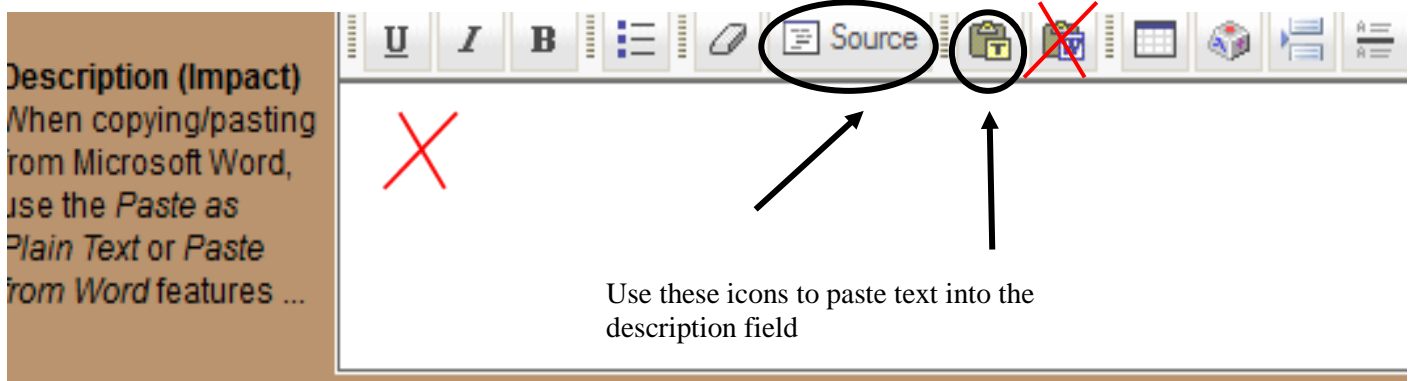
To save the record, click the big green Save button in the upper-right corner. This button and the Back button take you back to the Presentation Records Screen. The Back button will not save changes.
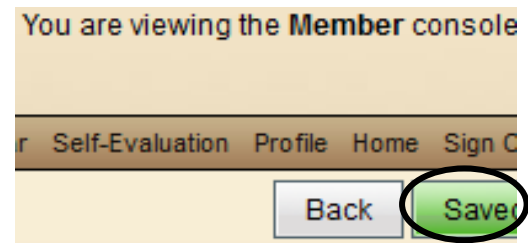
Sedona Navigation Tip
Don't use your browser's back button. You will lose data!

Presentation Records Screen

Add another entry

Click either place to edit this entry

Use Manage to upload files associated with this presentation

You can view your CV by selecting the CV button on the upper right. Return to the Member Console by selecting Home on the upper right. If you are done using Sedona, you should Sign Out.

Sedona Navigation Tip
If you wanted to add another type of activity without returning to the Member Console, you could select the appropriate activity heading from the Menu Bar and then select the activity.