Dear Students,

Thank you for your interest in presenting at the 2018 Student Research Celebration! We look forward to seeing your work represented on Friday, April 13. Please see below for details about preparing for the poster session—

Poster Preparation:

- **Dimensions**: Each student will have a space 4 feet wide by 5 feet tall on which to arrange their poster (push pins will be provided). Please note, these do not have to be the exact dimensions of your poster - 4’x5’ is the amount of space assigned to each presenter. Please prepare your poster so that it will fit WITHIN this amount of space.

- **Printing**: Students may choose to print their poster with the help of a professional printing group, but this is not required.

  If you are planning to print, check with your mentor or department to find out if they have access to printing equipment, and if so how to go about making an appointment. Department printers typically print for cost. Another option is University Printing Services. They do great work, and tend to be less expensive than off-campus vendors (although if you know of a reasonably priced off-campus vendor, by all means find the best deal you can!). *Whichever option you decide on, be sure to make an appointment in advance – the printers will be very busy leading up to the event, and may not be able to accommodate walk-in requests.* Please note that USP cannot provide funds for printing. Students may check to see if there is a printing budget available through their mentor or research sponsor, but if not, will need to budget for the expense personally.

  You can also craft a professional looking poster without the help of a professional printer. Students can construct posters using tri-fold boards, or by bringing in individual sheets of paper to arrange on their poster space. In the past, for example, students have printed individual Power Point slides, posted them on colorful borders, and then arranged the individual slides on their poster space when they arrived. Copy Cats in the SUB can help with color printing for anyone wishing to print slides in color. Students may also bring in photos or other materials to arrange on their space.

  Remember – the key to any professional looking poster is good organization and legibility! Keep the font large enough for your audience to read from a distance, and arrange the poster in a manner that is easy for your audience to follow. Pictures, graphs, and other images can be a great way to communicate important information in a clear, concise manner!

- **Acknowledge Your Sponsors**: Please be sure to acknowledge your mentor(s), sponsor(s), and any collaborators/co-authors on your poster. There are several sponsor logos posted on the conference website for anyone who might need access to these.

Poster Session Schedule & Logistics:

- **Set-up & Clean-up**: Poster sessions run from 9:30 a.m. – 12:30 p.m. (am session) and 1:30 – 4:30 (pm session). Please be sure to have your posters up by the time the doors open to the public for your session. The turn-around time between the morning and afternoon sessions is tight, so please be attentive to the set-up/clean-up schedule outlined below—

  o Morning Session: set-up between 8:30 - 9:30 am, clean-up at **12:30 sharp**!
Afternoon Session: set-up at 12:45 pm (this will allow time for the morning group to clear out), clean-up at 4:30 pm.

If you are unable to set up or clean up your poster at the designated times, please make arrangements with someone to take care of this for you (i.e. friend, mentor, classmate, etc.)

- **Tables**: Tables will be available for those of you who have requested to bring computer equipment, tri-fold boards, or other project materials. Extra tables will be available on a first-come-first-serve basis; please find a conference volunteer if you need a table when you arrive.

- **Access to Power**: The floor plan will be arranged to accommodate the requests we have received from students who need access to power. If you did not request access in advance, we may or may not be able to accommodate this when you arrive, so please plan accordingly (i.e. bring an extra battery for your laptop, etc.).

- **During the Session**: Please plan to be at your poster as much as possible during your scheduled time to talk with audience members and answer questions about your research. That said, we encourage you to explore the session to view posters and talk to other presenters. Also note we do not expect students to miss class for this event -- if you need to leave for class and come back during your session, you are welcome to do so.

- **Reception**: We will be hosting a reception for students at 1:30 pm (following the morning poster session). We welcome students from both sessions to attend, and please feel free to invite your mentor(s) and guests! Refreshments will be served in SUB Ballroom A.

- **Questions**: If you have any questions, please don’t hesitate to contact the USP office:
  
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  o 130-J Gaines Hall