Hi all,

**Students participating in the Student Research Celebration/Student Research Day are offered one 3' x 5' print at no cost provided it follows the \*requirements below.**

Students that are unsure how to format their posters can arrange one-on-one sessions with Sabra

Snyder on creating research posters with Powerpoint.

A pdf with the basic layout and suggestions is attached with an example of a research poster on it if you're not sure where to start.

**\* Free Poster Requirements:** Your Powerpoint file must be:

• Set up at 18"h x 30"w

• Named as your \*last name\*, preferably eight characters or less. (ie: jefferso.pptx)

• Contain the SUNY Upstate round seal or rectangular Upstate logo

The Upstate seal is attached and is only for educational/research purposes only.

• Proofed (you will not get a 2nd chance on a free print)

• Include **“Student Research Celebration”** as the Subject of the email in order to receive auto-reply

that your poster was received

• Emailed from your Upstate **Outlook** account to avoid our spam filters

**Posters will be rejected if ALL requirements are not followed. This is an effort to streamline the process.**

The deadline to email your file to **Debbie Rexine (rexined@upstate.edu)** for printing is
**March 13 by 5pm. NO EXCEPTIONS!**

If you have questions regarding Powerpoint, designing your poster or would like to arrange a time to format your poster with **Sabra**, please call her at **(o)315-464-7904 or (c)315-382-0313** **(pls text first if outside Upstate phone system)** between now and **March 6**. Slots are available between 10am - 3pm

Monday – Thursday.

SRC/SRD poster questions will not be answered via email.

To make arrangements for getting your file printed and picking up your poster, please call or email

**Debbie (464-5878 or rexined@upstate.edu)** only.

Posters will be printed in the order they are received. Debbie will notify you via E-MAIL when

your posters are ready.

If you need additional posters the charge will be $90 for each 3’ x 5’ poster.

Thanks, Sabra and Debbie