**Student Research Day   
FREE Print Checklist**

Poster Submission by 3/13 by 5 pm - **No Exceptions!**

**“FREE” Poster REQUIREMENTS:**

* Make appointment by 3/6 for poster design guidance (if necessary) w/Sabra at o:315-464-7904 or c:315-382-0313 (text first if calling from outside Upstate).
* Poster slide is 18”(h) x 30”(w)
* Poster has been **proofed** (you will **not** get a 2nd free print)
* File is saved as “lastname.pptx” ie: jefferso.pptx (up to 8 characters)
* Poster contains correctly proportioned Upstate logo or round seal
* Subject of email must contain “Student Research Celebration” in order to receive auto-reply confirmation of poster receipt
* Email from your **Upstate** email account to avoid spam filters

Please refer to emailed instructions & poster suggestions pdf for complete information