

Student Research Day FREE Print Checklist

- ☐ Make appointment for poster design guidance (if necessary) w/Sabra at 464-7904 by 4/3

Poster Submission by 4/10 by 5 pm - **No Exceptions!**

"FREE" Poster REQUIREMENTS:

- ☐ Poster slide is 18" tall x 30" wide
- ☐ Poster has been **proofed** (you will **not** get a 2nd chance on a free print)
- ☐ File is saved as "lastname.pptx" ie: smith.pptx (preferably 8 characters or less)
- ☐ Poster contains Upstate logo (*rectangular Upstate logo and/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 (Groupwise)** account to avoid our spam filters

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

Student Research Day FREE Print Checklist

- ☐ Make appointment for poster design guidance (if necessary) w/Sabra at 464-7904 by 4/3

Poster Submission by 4/10 by 5 pm - **No Exceptions!**

"FREE" Poster REQUIREMENTS:

- ☐ Poster slide is 18" tall x 30" wide
- ☐ Poster has been **proofed** (you will **not** get a 2nd chance on a free print)
- ☐ File is saved as "lastname.pptx" ie: smith.pptx (preferably 8 characters or less)
- ☐ Poster contains Upstate logo (*rectangular Upstate logo and/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 (Groupwise)** account to avoid our spam filters

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