

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 **Tuesday, March 5 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 **February 27**. 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