

Student Research Day FREE Print Checklist

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

“FREE” Poster REQUIREMENTS:

- ☐ Make appointment by 2/27 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 chance for another 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 confirmation of poster receipt
- ☐ Email from your **Upstate** email account to avoid spam filters

Please refer to SRD website for instructions & poster suggestions pdf for complete information