

### **WHEN IS POSTER DAY?**

The annual Life Sciences Research Poster day will be held on **Wednesday, March 28th, 2012** in the Biosciences Atrium. Students are asked to be beside their posters from 12:00 to 4:00 p.m. to answer questions. Students who are in class during this time will should indicate by a note or sign near their poster when they will be available to discuss their poster with their fellow students, graduate students and professors. Refreshments will be served during this time.

### **WHAT DO YOU NEED TO DO?**

Attached you will find the poster template to be used in making your poster for your 499 project course. Your Project Course Coordinator will communicate with you the basic information necessary to include in your poster. The following is important information about the printing of your poster. All posters will be printed by Queen's Medical Photography (including ANAT 499 posters this year). Medical Photography is located in Etherington Hall, Room G011, 613-533-2177, <<http://meds.queensu.ca/medphoto>> <http://meds.queensu.ca/medphoto>. Their hours are 8:30 to 4:00 (closed for lunch from 12 to 1 p.m.).

### **IMPORTANT INFORMATION TO INCLUDE TO MEDPHOTO:**

Please name your poster "file" with your student surname, course code and unique number. eg. smith\_path499\_PA13.ppt this will allow Medical Photography to ensure that all posters are received and printed. The Life Sciences office has assigned you an alphanumeric code which must be included in your submission to Medphoto and be placed in the top left hand corner of your poster. Your poster code is available on the Life Sciences website (as well as listed in an attachment to this email). **Please respond by reply email and provide the Life Sciences office with the working title of your poster (your name and supervisor) for the Poster Day program and website listing.**

### **SUBMIT POSTER TO MEDPHOTO (<http://meds.queensu.ca/medphoto>):**

Posters can be hand-delivered on USB key or CD to their office in Etherington Hall (G011) the week of March 19 to the 23rd. If you send your poster by email attachment and do not get a reply email within 24 hrs saying it was received then please call Medical Photography (533-2177). If you are emailing files, attachments should not be more than 5 megabites in size.

### **THE FORMAT FOR THE POSTER INCLUDES:**

Posters will meet the following requirements:

1. They will be on a white background;
2. They may include full colour diagrams;

3. They will be a standardized size (56"wide x 36" high) [standard template attached];

4. It is preferred that your poster submission to Medical Photography be in Powerpoint ppt,pptx or pdf. (We accept all versions / save in version you work in) If you wish to use a different software you will need to check with Medical Photography first to ensure they can print from it. Please DO NOT use Microsoft Publisher or Word. Open Office can be used but please save file as Powerpoint document or pdf and make sure page size is correct (56X36). If created on a Mac, please indicate this to Medphoto and include a PDF of your file when possible.

5. Medphoto will print posters right up to the day before the event, however, the deadline for submission to be printed (paid for by Life Sciences) is Thursday, March 22nd by 3 p.m. Submissions received after Thursday, March 22nd deadline will be subject to a \$20 penalty. This is to encourage submission by the deadline date and to ensure that your poster is printed properly since occasional formatting problems require additional time to resolve.

This year there will be no proofs done after submission. If there are obvious problems with the file or with formatting, the student will be contacted to correct it. Please make sure Medphoto has contact information and that all proofing for typographical errors is completed before submission. If you want to see your final poster prior to poster day, they can be viewed at Medphoto on Monday March 26th provided they were received before the Thursday deadline.

### **WHO PAYS?**

The Life Sciences office will be paying the entire cost of posters done by Medical Photography and Digital Print Services and submitted by the Thursday, March 22nd by 3 p.m. deadline. Late posters will be partially paid for as explained in section five above. If for some reason other than a printing error you request that your poster be re-printed, there will be a \$25.00 charge which must be covered by the student (cash or cheque).

### **QUESTIONS?**

**If you have any questions, please contact the Life Sciences office or your 499 Project Coordinator.**

**Questions related to printing should be directed to Medphoto at 613-533-2177 (32177 internally).**

POSTERS WILL BE SENT TO THE LIFE SCIENCES OFFICE FROM MED PHOTO ON TUESDAY, MARCH 27th. STUDENTS WILL NOT BE ABLE TO PICK UP THEIR POSTERS FROM MED PHOTO. THE LIFE SCIENCES OFFICE HAVE THE POSTERS AVAILABLE IN THE BIOSCIENCES ATRIUM FROM 9 A.M. FOR STUDENTS TO HANG ON WEDNESDAY, MARCH 28th.