

Instructions for Student Presenters for the 2016 Ramaley Celebration

Poster Printing

You will need to have your poster ready for submission to Media Printing Services in Somsen 207 by no later than Friday, April 8. However, we strongly encourage you to submit it earlier so as not to cause a traffic jam in media services. Submitting your print job after April 8 could result in the failure to get it printed in time. You may submit your poster (in pdf format) for printing by emailing it to mediaprojects@winona.edu or by bringing it to Somsen 207 on a flash drive or CD/DVD. For more information see <http://www.winona.edu/technology/campus-printing.asp>.

Please note that the area allowed for posters is 36" high by 48" wide. You can set the size of your poster in MS PowerPoint or MS Publisher (ideally before adding any text or images) by entering the desired dimensions under "Page Setup" under the Design tab. The completed poster needs to be saved as a PDF (use the "save as" option) before submitting it for printing.

You should consult with your research mentor on how to pay for the poster. You will need to provide your Winona id number or an academic department cost center number to get it printed.

Poster Presentations

You have been assigned a poster number in the program which indicates the location to set up your poster. Your poster must be set up in the designated location and must not be moved. Clips, poster boards, and easels will be provided. Posters can be set up any time after 11 am on April 13 and should be set up before the event starts at 1 pm. Posters can be taken down after 5 pm and should be down by 5:30. All posters should be set up and available for viewing for the full 4 hours of the event.

You have also been assigned to either Session 1 at 1-3 pm or Session 2 at 3-5 pm. You are expected to be with your poster the entire two hours during your assigned sessions. Last year's event was very well-attended so plan on a lot of great interactions with other students and faculty.

Other

We strongly encourage you to check out other students' posters when you are not assigned to be presenting yours. Thank you for your participation and we look forward to seeing you at the Celebration!