

Instructions for Student Presenters for the Ramaley Research Celebration

Poster Printing

You will need to have your poster ready for submission to the Digital Learning Commons in Krueger Library 105 **at least 24 hours** before the day of the celebration. However, we ***strongly encourage you to submit it earlier*** so as not to cause a traffic jam in DLC. Submitting your print job after that 24 hour period could result in the failure to get it printed in time. Please submit your poster (in pdf format) for printing by emailing it to mediaprojects@winona.edu or by bringing it to Digital Learning Commons on a flash drive. For more information see Poster Printing at <http://www.winona.edu/technology/campus-printing.asp>.

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.

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. Make sure the pdf is saved to the correct size you wish the poster to be because Digital Learning Commons prints exactly what they get.

Poster Presentations

You will be assigned a poster number in the program which indicates the location to set up your poster. There will also be a Check-In desk at the main entrance to East Hall, which will be staffed by WISE volunteers who will be able to assist you. **You should check in and put up your poster sometime between 11:00 am and 1:00 pm.** Clips, poster boards, and easels will be provided. Posters can be taken down any time after 4:00 pm and should be down by 5:00.

You will be assigned to either Session 1 at 1:00-2:30 pm or Session 2 at 2:30-4:00 pm. You are expected to be with your poster the entire 1.5 hours during your assigned session. All posters should be set up and available for viewing for the full 3 hours of the event.

This event is usually 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!