

## LISC RESEARCH POSTER DAY

Friday, March 29, 2019

In the Biosciences Atrium

12:15 to 12:30pm: Students hang their posters

1:00 to 4:00pm: Students are beside their posters to answer questions

4:00 to 4:15pm: Students remove their posters

**\*\*\* Please note that the Campus Bookstore is also printing posters for other Departments and not just Life Science Students. \*\*\*  
Late fee will be \$30 this year**

Students who are in class during this time 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.

### RESPONSIBILITIES:

- Prepare poster
- Print Poster (see details below)
- Email [lifesci@queensu.ca](mailto:lifesci@queensu.ca) your poster title for the program and website by **March 19th, 2019** at the latest.
- Show up In the Biosciences Atrium on March 29<sup>th</sup>, 2019.

### PRINTING OF THE POSTER:

- Attached you will find the poster template to be used in making your poster.
- Posters can be printed at The Campus Bookstore at Queens University. The Campus Bookstore is located in Clark Hall. (613-533-6000, 77144 (Cindy Healy)), email: [cindyh@campusbookstore.com](mailto:cindyh@campusbookstore.com) . Available 9:00am to 5:00pm except for lunch.
- Please label your filename with your student surname and poster number. E.g. smith\_13.pdf this will allow The Campus Bookstore to ensure that all posters are received and printed. You have been assigned a numerical code that must be included in your submission to The Campus Bookstore and be placed in the top left hand corner of your poster. Please see attachment for your number.
- Posters should be sent by email attachment. If the file is too large please use a cloud service like Dropbox or Google Drive. If you send your poster by email attachment you will get an email reply that it was received. If you don't get a reply within 24 hrs please call 77144 (613-533-6000). If you are emailing files, attachments should not be more than 6 to 8 megabytes in size.

- The Campus Bookstore will print posters right up to the day before the event, however, the deadline for submission to be printed without cost is **Monday, March 18th by 8:00am.** **The Associate Dean of Life Sciences and Biochemistry will pay if you have them submitted by the deadline above.** Submissions received after this deadline will be subject to a \$30 [AK1][L2]penalty (paid by the student at time of submission). This is to encourage submission on or before the deadline date and to ensure that your poster is printed properly since occasional formatting problems require additional time to resolve.
- 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 The Campus Bookstore has contact information and that all proofing for typographical errors is completed before submission.

#### **POSTER FORMAT:**

- Must be on a predominantly white background (dark coloured backgrounds will not be accepted);
- May include full colour diagrams;
- Standardized size (59.5 wide x 44 high) (template attached). Other sizes will not be accepted [L3]; [AK4] • It is required that your poster submission to The Campus Bookstore be a **pdf file**; and
- The Life Sciences and Biochemistry Program office will be paying the entire cost of posters provided that they are printed by The Campus Bookstore and submitted by the deadline of **Monday, March 18th before 8:00am.** Late posters will be partially paid for as explained above. If for some reason other than a printing error you request that your poster be re-printed, there will be a \$30.00 charge that must be covered by the student (cash or cheque).

#### **QUESTIONS?**

- If you have any questions, please contact the Life Sciences and Biochemistry Program Office or your 499 Coordinator.
- Questions related to printing should be directed to Cindy [cindyh@campusbookstore.com](mailto:cindyh@campusbookstore.com)

#### **Notes:**

- Students will not be able to pick up their posters from the Campus Bookstore.
- The Life Sciences and Biochemistry Program Office will have the posters available in the Biosciences Atrium starting at 12:30 pm.
- You will be responsible for hanging your posters and removing them at the appropriate time. We recommend working in teams of three to hang posters. Two to hold posters in place and one to pin the poster to the board.
- Posters must be removed by 4:15pm.