

2018 Fall Frontiers Poster Exhibition Instructions for Student Presenters

Thank you for your participation in the 6th Annual Fall Frontiers Undergraduate Poster Exhibition. The following information will help you prepare for this event. Please read carefully.

Presentation date and time: Wednesday, October 24, 2018 from 5:00 p.m. to 7:00 p.m.

Remarks by our keynote speaker will begin at 5:30 p.m.

*All presenters **MUST check in at the North Reading Room by 4:45 p.m.** If you have a class or lab that will prevent you from arriving on time, please contact Jodi Eskin at Jodi.eskin@uconn.edu.*

You are encouraged to invite your family, friends, and research colleagues to attend the exhibition. You will be expected to stay with your poster to answer questions for the full exhibition (unless you have already discussed with OUR an unavoidable absence for part of the presentation time that will make it impossible for you to be present for the entire exhibition).

Poster Display: All presentations will be set up poster-style in the Wilbur Cross Building's North Reading Room. You will be able to set up your poster display between 1:00 p.m. and 4:00 p.m. on Wednesday.

- **All Posters must be set up and ready by 4:00 p.m. on Wednesday, October 24th. Your poster must be displayed until 7:00 p.m. on Wednesday, October 24th.**

If you are unable to set up your poster display during the times designated above, please contact Jodi Eskin at jodi.eskin@uconn.edu as soon as possible to make alternate arrangements.

For advice on poster design, contact your advisor(s); many faculty members will be familiar with poster formats used for national conferences in your discipline. Poster space is a 46 in. (vertical) by 70 in. (horizontal) display. There is also 2-ft. of space below the poster stand if extra space is needed. The poster boards will be covered with navy blue paper as a background for your display.

Poster Printing: UConn's Design & Document Production Center (DDPC) now uses an online ordering system. Visit their [website](#) and select "Digital Store Front (Online Ordering)" in the bottom left hand corner. You will need to Register in order to use the online ordering page. Click "Register" in the Login box if you do not yet have a DDPC account.

- After creating an account, you can select Large Format Poster printing to begin the ordering process. You must provide DDPC with a PDF file. The file should be ***in the size that you want the poster printed***. Do not send an 8.5 x 11 file if you would like a 42 inch x 54 inch poster.
- Posters are available in many sizes and paper types (plain, glossy, plain with laminating, etc.). The most common size for Frontiers posters are 36 x 48, 42 x 54, and 48 x 60. Check the [Price Guide](#) for detailed information.

- Posters should not have the UConn seal or the Husky dog on the poster. The wordmark (see the Brand page for the UConn wordmark- <http://brand.uconn.edu>) or the oak leaf are acceptable.

Responsibility: As a Frontiers participant, you are responsible for a professional display of your findings, methods, and conclusions to date. We will provide pins and staplers for you to mount your posters. A chair will be placed at each poster board.

- **You must take down all of your presentation materials (including the blue background paper) and clean the area around your display after the conclusion of Fall Frontiers at 7:00 p.m. on Wednesday. You may not remove your poster before 7:00 p.m.**
- The Office of Undergraduate Research cannot keep any posters for students. If you cannot be there to remove your own work, please make arrangements to have someone remove it for you or it will be discarded.

Dress Code: As a Frontiers participant you will be representing the University of Connecticut. You are expected to respect that privilege and dress in interview attire for your presentation. Acceptable attire includes: shirt and tie for men (jacket not required), skirt or dress slacks for women. *Do not wear sneakers or flip flops.*

Food/Drink: Light refreshments will be provided during the event.

Volunteers: Volunteers are needed to help set up on Wednesday morning (Oct. 24) from 8:30 a.m. to 2:00 p.m. We also need volunteers to help break down the room immediately after the poster presentation at 7:00 p.m. If you would like to volunteer for one of these times, please contact Jodi Eskin at jodi.eskin@uconn.edu.

Thank you again for your presentations! We know your research is excellent. Fall Frontiers gives all members of the UConn community a chance to see it, hear you talk about it, and congratulate you for your accomplishments!