



# 7 RIVERS

## UNDERGRADUATE RESEARCH SYMPOSIUM

### **Poster Presentations**

- **Registration and Check-In:** All symposium attendees should plan to check-in between 9am and 10:10am in the Fine Arts Center Atrium to pick up a nametag and Quick Reference document as well as learn about any updates/changes to the day.
- **Poster Printing:** If you have not yet printed your poster, please plan to *have it printed no later than the end of the day on Tuesday prior to Seven Rivers*. Please note that you do not need to print your poster on special paper; the standard, least expensive poster printing option works well. We find posters that are 34"x44", landscape orientation work best for our boards and easels. Please read over the VU Copy Center Poster Printing Guidelines (available online at [www.viterbo.edu/sevenrivers](http://www.viterbo.edu/sevenrivers))
- **Poster Set-Up:** Please set up your posters immediately after you check-in at the registration table in the Fine Arts Center Atrium. Even-numbered posters should go underneath while odd-numbered posters should be pinned on top. Please look at the Poster Presentation Schedule after you check in; your abstract will be labeled with a poster number. Posters will be in one of three locations: Reinhart Center Boardroom, Fine Arts Center Main Theater Lobby, or Nursing Center 195. If you need assistance finding your location, a Seven Rivers volunteer will be at the registration table and assisting in poster presentation areas. Just ask for help!
- **Staffing Your Poster:** Please stand by your poster from during your time slot (2-3pm or 3-4pm) to answer questions from symposium attendees. If you have an odd-numbered poster, be at your poster during the first time slot; if you have an even-numbered poster, be at your poster during the second time slot. You are free to spend the other hour perusing other posters and talking with other researchers. *Please note that poster numbers do shift and change in the days leading up to the symposium as one or two presenters inevitably drop out.* Please consult the Quick Reference document at the Symposium registration table when you check in for your most up-to-date poster number. Immediately after your presentation, please take your poster with you.
- **Poster Awards:** We will give several awards for outstanding posters. Winners will be announced at the Closing Reception (4:00-4:30pm) in the Fine Arts Center Main Theatre Lobby. Be sure to join us for cake, punch, music, socializing, and announcement of the award winners. Poster winners will be People's Choice awards (each symposium attendee will cast votes for the best poster) and winners will receive an award certificate and a Barnes and Noble gift certificate.
- **Symposium Materials:** The Seven Rivers Quick Reference, Full Abstract Book, Event Schedule, Award Info and Criteria, and much more are will be available on the Seven Rivers website at [www.viterbo.edu/sevenrivers](http://www.viterbo.edu/sevenrivers) by the beginning of the week. Please note that we will have hard copies of the Quick Reference (with Event Schedule) available at check-in; all other documents will be available electronically.