Instructions for Poster Printing, Clinic and Research Day 2016

The general expectation is that presenters and their mentors will prepare for Clinic and Research Day as they would for any other professional meeting, adhering to the same standards. For presenters, this is part of their professional development.

1. The deadline for submitting a poster to the IT Department is Friday, February 19th, 2016 at 4:00 p.m. For all other posters submitted after the deadline, mentors/departments will be charged a $50 late fee, which can only be paid using a departmental account number.

2. Posters should be submitted via e-mail to dentcrposters@uic.edu. The posters need to be named in the following format:

   Poster #_FullName_UICNetId_PosterTitle.pptx

3. All poster submissions must be accompanied by a completed approval page (attached) that has been signed by the faculty sponsor. Your poster will not be printed without the approval form. Approval forms should be submitted to IT Department in Room 504E.

4. Posters must follow the correct template posted on the College’s Clinic and Research Day web page: COD Home Page > Research > Clinic & Research Day > Clinic & Research Day – Forms and Templates (https://dentistry.uic.edu/research/clinic_day/clinic___research_day_-_forms___templates)

5. The template is a guideline for poster preparation, but flexibility in the amount of space that is used for any of the specific titled sections is permitted. Therefore, the absolute length of each section (e.g., introduction, objectives, etc) can be decided upon by the student and faculty mentor.

   All IRB and/or ACUC approval numbers and funding information MUST be placed on the poster included in the poster.

6. Presenters and mentors are responsible for the content and format of posters. The IT Department will not edit or otherwise correct poster content, nor are they consultants for poster preparation or design. A $65 fee will be assessed for reprinting of posters because of preparation errors, payable through a departmental account number.

7. Posters will not be laminated. Presenters who want to have their posters laminated will be charged $35. The one exception is posters that are also to be presented at AADR/IADR, ADEA, or other national meetings, which will be laminated at no cost with proof of acceptance of presentation at meetings.

8. Posters should be picked up by Monday, February 29th, 2016 in Room 504E.
CLINIC & RESEARCH DAY POSTER SUBMISSION APPROVAL

NAME:__________________________________________________________

FACULTY SUPERVISOR:____________________________________________

TITLE OF ABSTRACT

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I HAVE REVIEWED AND APPROVED THE POSTER BEING SUBMITTED FOR CLINIC AND RESEARCH DAY.

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Signature of Faculty Supervisor