

Instructions for Poster Printing, Clinic and Research Day 2019

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. This year, the poster number will be displayed separately from the poster. **You will be notified separately where to hang your poster on Monday, February 18th. Please hang your poster through the end of February.**

1. Poster submission ***deadline*** to the IT Department is **Monday, February 11th, 2019 at 4:00 p.m.** For any posters submitted after the deadline, mentors/departments will be charged a \$100 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 poster filenames must be in the following format:

LastNameFirstName_UICNetId_PosterTitle

Label the submission medium with the name, e-mail address, phone number and work room number of the presenter (mentor's name in bracket), as well as the title of the poster.

A completed approval page (attached below) that has been signed by the faculty sponsor/mentor must accompany all [this means YOURS unless you are a faculty member] poster submissions. Your poster will not be printed without the approval form. You can email a scanned image of approval sheet with the poster to dentcrposters@uic.edu.

NOTE: If you encounter a problem sending the poster as an attachment by email, because for example the size of the poster file is too large, you can submit the poster by bringing it to the IT Department in Room 504E. Bring a CD or USB drive with a copy of your poster and the approval sheet.

3. Follow the correct 2019 template posted on the College's Clinic and Research Day web link: <https://dentistry.uic.edu/clinic-research-day-resources>.

The template is a guideline for poster preparation, but flexible 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 individualized.

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

4. 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 \$100 fee will be assessed for reprinting of posters because of preparation errors, payable through a departmental account number.

5. Posters will not be laminated. Presenters who want to have their posters laminated will be charged \$35. An exception being for 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.

**2019 CLINIC & RESEARCH DAY
POSTER SUBMISSION APPROVAL**

**PRESENTER
NAME** _____

**FACULTY SUPERVISOR /
MENTOR** _____

TITLE OF ABSTRACT

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

Signature of Faculty Supervisor

Date