**Instructions for Poster Printing, Clinic and Research Day 2020**

**READ ALL INSTRUCTIONS**

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. *The poster number will be displayed separately from the poster.*

**You will be notified separately no later than March 1st where to hang your poster on Wednesday, March 4th. Please keep your poster hanging through Friday March 13th (**your poster will hang for about 10 days**). Pins or adhesive will be provided at your poster site. Please use these to hang your poster.**

Poster submission window to the COD IT Department is Monday, February 3rd through Wednesday February 19th.

***The 19th is a hard deadline: We are serious, especially because of the number of abstracts submitted.*** *Any posters submitted after the deadline, mentors/departments will be charged a* ***$200 late fee****, which can be paid* ***only*** *using a* ***departmental account number****.*

**Posters are to be submitted via e-mail to** **dentcrposters@uic.edu**

**The poster filenames must be in the following format:**

**LastNameFirstName\_UICNetId\_PosterTitle**

*(People without a UICNetID please place abbreviated unit name instead of the UICNetID)*

On the submission email subject line include: “[Presenter Lastname] Poster for 2020 C&R Day file, approval page and message”

In the submission email body include: e-mail address, phone number and work room number of the presenter (mentor's name and room number in bracket) and the title of the poster. See comments below with “Posters will not be laminated.”

Attached to email:

1. PP Poster file labeled as above
2. A PDF scan of the 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.

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

Follow the correct 2020 template posted on the College’s Clinic and Research Day web link NOTE: THERE ARE CHANGES FROM THE 2019 TEMPLATES: <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. THERE ARE CHANGES FROM THE 2019 Templates.

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

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.

Posters will not be laminated. Presenters who want to have their posters laminated will be charged $35 - except 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 and provided in the body of the email.

**2020 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

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Date