GREAT DAY 2013 SUBMISSION GUIDELINES for POSTER PRESENTATIONS

GENERAL GUIDELINES

- GREAT Day is April 16, 2013
- PLEASE submit as early as possible using the online form that can be found at: http://www.geneseo.edu/is/greatday/
- You can download a Poster Submission Worksheet detailing all the information required for the online submission at: http://www.geneseo.edu/great_day/submission_guidelines
- When you have read the guidelines and collected all necessary information, complete the on-line submission.
  Deadline is 4:30 pm on March 8, 2013
- For your records, we suggest you print a copy of your completed submission form before you hit the "Submit" button. This will give you a hard copy of most of the submission
- Each primary student contact will receive an email confirming their submission. Each faculty member will receive an email for all submissions in which they are identified as the sponsor.

SPECIFIC GUIDELINES for POSTER PRESENTATIONS

- **SIZE:** The standard poster size is 36" high by 42" wide. Posters will be clipped onto a foam core board that measures 36" high by 50" wide and displayed on an easel. Clips will be provided. **The standard poster size is preferred** as space is limited for larger format posters. If your poster is not the standard size, please indicate overall size on the submission form so that alternative arrangements can be made to have it displayed. Large posters may be displayed on the walls of the ballroom, using Velcro, which will be provided.
- **SET UP/TAKE DOWN:** Students mount their own posters at the beginning of GREAT Day (8:00 – 8:30 AM) and take them down at the end of the day (6:30 pm). Any poster not in place by 8:30 am will not be accepted.
- **LOCATION**: Poster presentations will take place in the MacVittie College Union.
- **TIMES:** There will be at least two sessions dedicated to viewing posters (and artwork).
- **SPECIAL NEEDS:** On the submission form please indicate special services needed for your poster display such as video equipment, display tables, extra-large spaces, or electrical, etc.
- **POSTER PRINTING & FEES:** Deadline for submitting your poster to the Duplicating Center for Printing: March 27 at 4:00 pm. For more information about poster printing visit http://www.geneseo.edu/great_day/great-day-poster-printing. The College will support up to $20 per poster for printing costs. (The cost for a standard size 36 x 42 inch poster on heavyweight paper is $24). If your poster has already been printed, please check the appropriate box on the submission form and you will be reimbursed up to $20.

PREPARING YOUR TITLE and ABSTRACT/BRIEF DESCRIPTION

- Titles of presentations and performances are limited to 200 characters.
- Abstract/Brief Description is limited to 200 words. Abstract should include the major points of poster. Because there is a 200 word limit, each sentence should convey important information. While your presentation may be a technical report, please remember that you are addressing a general, but educated, audience. Specific terms should be defined and explained.
- The online-form will accept standard ASCII characters only (#$%^&*()_+~`-+={}[]|\"?<>). If your title or abstract/short description requires any special characters, please insert the name of the character in < > (example <delta>).
- Please be sure to proof your abstract as it will be included in the program as submitted.

If you have any questions please contact Patty Hamilton-Rodgers, greatday@geneseo.edu