

## 2023 Fall Frontiers Poster Exhibition Instructions for Student Presenters

Thank you for your participation in the 11<sup>th</sup> annual Fall Frontiers Undergraduate Research Poster Exhibition. The following information will help you prepare for this event. Please read carefully.

**Presentation Date and Time: Wednesday, October 18, 2023, from 5:00 p.m. to 7:00 p.m.**

*All presenters **MUST check in** at the **North Reading Room by 4:45 p.m.** Students are expected to be available for the entire presentation time. If you have a class or lab that will prevent you from arriving on time, please contact Jodi Eskin at [Jodi.eskin@uconn.edu](mailto:Jodi.eskin@uconn.edu).*

Remarks by our keynote speaker will begin at 5:30 p.m. You are encouraged to invite your family, friends, and research colleagues to attend the exhibition. You will be expected to stay with your poster to answer questions for the full exhibition (unless you have already discussed with OUR an unavoidable absence for part of the presentation time).

**Poster Display:** All presentations will be set up on poster boards in the Wilbur Cross Building's North Reading Room. You will be able to set up your poster display between 1:00 p.m. and 4:30 p.m. on Wednesday. If you are unable to set up your poster display during this time range, please contact Jodi Eskin at [jodi.eskin@uconn.edu](mailto:jodi.eskin@uconn.edu) as soon as possible to make alternate arrangements.

**All posters must be set up and ready by 4:30 p.m. on Wednesday, October 18<sup>th</sup>. Your poster must be displayed until 7:00 p.m. on Wednesday, October 18<sup>th</sup>.**

For advice on poster design, review the Poster Preparation and Preparing Yourself for a Poster Preparation handouts (<https://ugradresearch.uconn.edu/fallfrontiers2023/>) and consult your project advisor(s). The poster board provides a 46 in. (vertical) by 70 in. (horizontal) area for display. There is approximately 24 in. of space below the poster stand if extra space is needed. The poster board will be covered with navy blue paper as a background for your display. We will provide pins for you to mount your poster. A chair will be placed at each poster board.

**Poster Printing:** UConn's Document Production Center (DPC) uses an online ordering system. Visit their [website](#) and select "Digital StoreFront" in the upper right corner. You will need to register in order to use the online ordering page. Click "Register" in the Login box if you do not yet have a DPC account.

- Select Large Format Poster printing to begin the ordering process. You must provide DPC with a PDF file. **The file should be in the size that you want the poster printed.** Do not send an 8.5 x 11 file if you would like a 42 inch x 54 inch poster.
- DPC's current operating schedule is Monday through Friday from 8am to 4pm.

- DPC's normal turnaround time is 3 business days. The clock starts once they have final approval to print, NOT from the time of submittal. If you need to make corrections to your poster, the 3-day turnaround time starts once you approve it for printing.
- Posters submitted with less than a 3-day turnaround time will be subject to a 15% rush print surcharge.
- Posters are available in many sizes and paper types (plain, glossy, plain with laminating, etc.). The most common size for Frontiers posters are 36 x 48 and 42 x 54. DDPC staff can provide information on poster costs.
- **Posters *should not* include the UConn seal, UConn Health seal, or the Husky dog.** The wordmark or the oak leaf are acceptable (see the Brand Standards page for UConn wordmark downloads and usage guidelines: <https://brand.uconn.edu/>).

**Responsibilities:** As a Frontiers participant, you are responsible for a professional display of your project question/topic, methods, and findings to date.

- You must take down all your presentation materials (including the blue background paper) and clean the area around your display after the conclusion of Fall Frontiers at 7:00 p.m. on Wednesday. You may not remove your poster before 7:00 p.m.
- The Office of Undergraduate Research cannot keep any posters for students. If you cannot be there to remove your own work, please make arrangements to have someone remove it for you or it will be discarded.

**Food/Drink:** Light desserts will be provided during the event.

**Dress Code:** As a Frontiers participant, you will be representing the University of Connecticut. You are expected to respect that privilege and dress in professional attire for your presentation. Jackets are not required; examples of acceptable attire include pants with a shirt and tie, a shirt worn with a skirt or slacks, or a dress. *Do not wear sneakers or flip flops.*

**Volunteers:** Volunteers are needed to help set up on Wednesday morning (Oct. 18) from 9:00 a.m. to 1:00 p.m. We also need volunteers to help break down the room immediately after the poster presentation at 7:00 p.m. If you would like to volunteer for one of these times, please contact Jodi Eskin at [jodi.eskin@uconn.edu](mailto:jodi.eskin@uconn.edu).

Thank you again for your participation! We know your research is excellent. Fall Frontiers gives all members of the UConn community a chance to see it, hear you talk about it, and congratulate you for your accomplishments!