

RICE DAY Poster Submission Procedure

Deadline: **4:00 pm, Wednesday, April 1st, 2020**



Posters **WILL NOT** be printed for RICE DAY if submitted using any other method than the shared drive method described below. **Posters WILL NOT be printed if submitted after the deadline.**



Undergraduate Research funds will cover the cost of one (1) 24"x 35" or 24" x 36" poster for each presentation. Any additional page costs (multiples, size or paper requests, etc) will be charged to the Department submitting the posters.



Prepare **your** poster and save the file in PDF file format. This size fits on our poster boards.



Name the file with name of **first author and poster size**: **emmaperez24x35.pdf** or **joemiller24x36.pdf** . Do not submit a poster with a file just named "poster."



Make sure your poster is perfect! **Submission to the folder is a FINAL step and cannot be re-done.**



Posters must be submitted to folders located on the shared drive*:

1. Click on the Start menu and click on the Computer icon.
2. Click on **data: \\wartburg.edu\shared (S:)**
3. Click on the **printshop folder**.
4. Click on the **RICE Folder**.
5. Within that folder there will be folders for each **department or group** that will be presenting posters.
6. Submit your poster to your department or group folder. **Your printed poster needs to be picked up by a department or group representative and then made available to students. Do not have students individually pick up their posters**

* Student laptops may not have access to the shared S:\\ drive. Use library or lab computers if so.