

UNDERGRADUATE PRESENTER GUIDELINES

1. Presenter Guidelines

- A. Due to space limitations, only 1 poster per presenter is allowed.
- B. No changes can be made to student's assigned poster sessions.

2. Special Conditions

A. Group Presentation

- Group projects **must** be presented jointly, in which students must share an equal load of responsibility. For example, each group member is responsible for a different section of the presentation (i.e. introduction, results, discussion, Q&A)
- It is the responsibility of the group to assure that the lead presenter is available during the time of presentation.
- The abstract must designate a lead author (**NOTE: Only the lead author of each poster (whether individual or group) is eligible for the INBRE travel award for the top 3 posters).**

IMPORTANT: When registering, the lead author must register as a 'presenter'. All other group members must register as a 'non-presenter'.

For additional questions or concerns, please email inbre@hawaii.edu.

POSTER PRINTING INSTRUCTIONS

Option 1: UH Manoa PBRC

Please submit your request via the PBRC Poster Printing Service at <http://www.pbrc.hawaii.edu/posters>. See the guidelines on the PBRC Poster Printing Service website. You may submit your poster up to 48 hours before the Symposium. You will be responsible for paying for your poster either using a departmental fiscal office payment or cash/check. In addition, you are responsible for picking up your poster.

Poster Guidelines can be found at Computer Network Support Facility - Poster Printing Service. Important notes to highlight are:

1. Maximum poster size: 40 inches x 54 inches or less.
2. How to Set Your Poster Size: Posters are printed at 100% scale, so it is important to set your poster size correctly. Set the poster size in PowerPoint by using the path Design à Slide Size à Custom Slide Size à Slides sized for "Custom." Your custom size must be 40(H) x 54(W) inches or less. It is very important to set your page size correctly before beginning to create your poster as resizing a completed poster is not a simple task.

Option 2: External Printing Vendor

If you choose to use other printing services or vendors, you are responsible for payment of these services and must pick-up and bring your poster to the symposium.

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NOTE: INBRE Student Research Experience (SRE) Presenters will be emailed separate poster printing instructions