Poster Presentation Information

- **Registration and Check-In**: All symposium attendees should plan to check-in between 9am and 10:10am in the Fine Arts Center Atrium (929 Jackson St) to pick up a nametag and Quick Reference Guide. We will communicate any last-minute schedule changes here.

- **Poster Printing**: If you have not yet printed your poster, please send to **print no later than the end of the day on Tuesday prior to the symposium**. Please note that you do not need to print your poster on special paper; the standard, least expensive poster printing option works well. We find posters that are 34”x44”, landscape orientation work best for our boards and easels. Please read over the VU Copy Center Poster Printing Guidelines (available online at [www.viterbo.edu/sevenrivers](http://www.viterbo.edu/sevenrivers)).

- **Poster Set-Up**: Please set up your posters immediately after you check-in at the registration table in the Fine Arts Center Atrium. Even-numbered posters should go underneath while odd-numbered posters should be pinned on top. Please look at the Poster Presentation Schedule after you check in to verify your poster number hasn’t changed. Posters will be in one of two locations: Fine Arts Center Main Theater Lobby or Nursing Center 195. If you need assistance finding your location, volunteers will be at the registration table. Just ask for help!

- **Staffing Your Poster**: Please stand by your poster during your entire time slot (2-3pm or 3-4pm) to answer questions from symposium attendees. If you have an odd-numbered poster, be at your poster during the first time slot; if you have an even-numbered poster, be at your poster during the second time slot. You are free to spend the other hour perusing other posters and talking with other researchers. **Please note that poster numbers do shift and change in the days leading up to the symposium as one or two presenters inevitably drop out.** Please consult updated materials during check-in for your most updated poster number. Immediately after your presentation, please take your poster with you.

- **Poster Awards**: We will give several awards for outstanding posters. Winners will be announced at the Awards Social (4:00-4:30pm) in the Fine Arts Center Main Theater Lobby. Be sure to join us for cake, socializing, and recognition! Poster winners will be People’s Choice awards (each symposium attendee will cast votes for the best poster). Winners will receive an award certificate and a Barnes and Noble gift card.

- **Symposium Materials**: The Seven Rivers Quick Reference, Full Abstract Book, Event Schedule, and Presenter Schedules are available on the Seven Rivers website at [www.viterbo.edu/sevenrivers](http://www.viterbo.edu/sevenrivers) by the beginning of the week. Please note that we will have hard copies of the Quick Reference (with Event/Presenter Schedule) available at check-in; all other documents will only be available electronically.

- **Parking**: All Commuter Viterbo lots (see [Viterbo Campus Map](http://www.viterbo.edu/sevenrivers)) are open to Seven Rivers participants. We recommend lots A, I, M, and J. If you can’t find a space in a Viterbo lot, you may park on the city streets. Keep in mind some streets have two-hour time limits – please abide by local traffic laws as posted.