

## Instructions for Poster Presenters

- If you arrive in the morning to attend the Workshop, you can drop off your poster material **at the registration desk (Math Lounge, Room 3201). Please do so no later than 9:30 am.**

Please make sure your name is on your material.

You material will be taken for you to Room 2515 (the room for the poster session) in Van Munching Hall, where the Robert H. Smith Business School is housed.

- Another option if you are driving is to park in the pay garage adjacent to Van Munching Hall and leave your material in your car until approximately 2:30 and then bring it to Room 2515 in Van Munching Hall. VMH is approximately a 10 minute walk from the Math building.
- If you cannot find Room 2515, there is a receptionist in the Dean's Office (Room 2570) who can direct you to Room 2515. There will also be signage. Note: Room 2515 is adjacent to the Executive Dining Room.
- We will provide you with an easel that will hold roughly a 3' x 4' poster. You will also be allowed to tape, which we will provide, up to 2 posters of size 2' x 3' to the wall next to the easel.
  - If you are using letter-size paper (8.5 " by 11") for your poster display, you can post about 8 pages.
  - Please strive for readability!
- The poster session will held from 5:30 –7:00pm during the reception.
- Any poster material that is left in the room will be discarded.
- Thank you for your participation!