Department of Internal Medicine 34th Annual Yash P. Kataria Research Day

Presentation Information for Posters

Poster Judging-Tuesday, March 17, 2020

All Posters will need to be at the ECHI Conference room and mounted before 1pm on Tuesday. Judges will have the opportunity to review posters that afternoon.

Poster Session on Research Day-Wednesday, March 18, 2020 at ECHI Poster presenters need to stationed by their posters during the poster session 12:00 to 1:45pm Oral presentations from 9:30 AM-4:00 PM Keynote Address: 11am to Noon

<u>POSTER Presentation</u>: **Important this year: We can only accept posters that are 36in by 48in size** which fit the boards for mounting. This is due to the large number of abstracts submitted. Researchers that have posters already printed for national meetings that are of *another size need to contact us*.

- Note: 3 templates which fit poster requirements are available on the Internal Medicine/Research Day website. <u>http://www.ecu.edu/cs-dhs/im/researchday/presenters.cfm</u>
- Also new this year-there is a 36in by 48in powerpoint poster template on the Laupus Library website. To access tips, tools and templates for completing a poster, click this link: http://www.ecu.edu/laupuslibrary/services/PosterPrinting.cfm NOTE: some of the templates on this site are <u>not</u> the correct size.
- <u>Reminder:</u> The library now charges for poster printing. All draft posters cost \$4 per linear foot and final copies are \$5 per linear foot regardless of paper type.
- **<u>IMPORTANT</u>**: see the procedure below for payment options for printing at Laupus Library. Please discuss with your mentor.
- We will provide the push pins. Note: when printing 36in by 48in posters there is usually several inches of margin on one side. <u>PLEASE TRIM YOUR POSTERS TO SIZE USING THE</u> <u>POSTER CUTTER LOCATED AT THE LIBRARY</u>. This is easy to do at the time your pick up your poster.

Judging for Young Trainee Awards

Judging of posters by faculty members will be begin on Tuesday. Posters will need to be available for viewing by 1pm in order to allow judges adequate time to review all posters. You do not need to be there on Tuesday- only your poster. More details to follow.

Award Categories for Posters: Medical or graduate student, resident, fellow or research staff member are eligible

Categories: 1) Clinical Research Poster

3) Clinical Vignette Poster

2) Basic Research Poster

Payment Procedure

- All posters are now paid for through cash/credit and payment must be received before posters are released to the client.
- Inter-departmental transfer (IDT) is no longer an acceptable method payment for posters.
- Department funded posters can be paid for with a university ProCard-held by an administrative staff member/budget officer in each department. This payment can be made in-person at the Laupus Service Desk or by calling the desk at 252-744-2219 to process over the phone.
- If your department is funding your poster, be sure to include the budget officer's email address in the appropriate field on the form. That will ensure he/she is notified when the poster has been printed.
- OTHER OPTION Pay for your poster and submit for <u>reimbursement</u>. IMPORTANT: KEEP YOUR RECEIPTS FOR PRINTING AS WELL AS THE EMAIL YOU RECEIVE STATING THE POSTER IS READY.