1. Resident research posters *for all programs* are charges to Educational Affairs 7760.20E, not to department or R&E budgets.
2. Requests for student Research Day posters must be submitted via the Event Coordinator, Leah Bader. Please **DO NOT** submit on your own.
3. The Associate Dean for Educational Affairs (Dr. Busha) will review/approve requests in OneSource.
4. The student must submit their **FINAL** poster in PDF form.

*Please do not change the sizing of the slide as it is formatted appropriately to full print size.*

* 1. Must be submitted by Monday, March 16th
  2. Please submit to [researchday@med.wmich.edu](mailto:researchday@med.wmich.edu)

1. WMed will pay for the basic poster format from FASTSIGNS. If the student orders more options, the resident will be responsible for the additional cost, unless a conference requires special poster dimensions.
2. WMed **DOES NOT** pay late charges from FASTSIGNS. Late charges are due at time of pick-up.
3. If an invoice is sent to the student for a Research Day poster, send the unsigned invoice to the research day email/inbox. We will be picking up the posters from FASTSIGNS and can confirm its receipt.