Student Research Posters
2019 Research Day

1. Resident research posters *for all programs* are charges to <u>Educational Affairs 7760.20E</u>, not to department or R&E budgets.

2. Requests for student Research Day posters must be submitted via the Event Coordinator, Leah Bader. Please **<u>DO NOT</u>** 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 **<u>FINAL</u>** poster in PDF form to the Event Coordinator, Leah Bader. *Please do not change the sizing of the slide as it is formatted appropriately to full print size.*
   a. Must be submitted by Monday, April 1st, 2019
   b. Please submit to researchday@med.wmich.edu

5. 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.

6. WMed **<u>DOES NOT</u>** pay late charges from FASTSIGNS. Late charges are due at time of pick-up.

7. If an invoice is sent to the student for a Research Day poster, send the unsigned invoice to the Event Coordinator, Leah Bader as she will be picking up the posters from FASTSIGNS and can confirm its receipt.