VCOM –Virginia Campus Via Research Recognition Day 2020

Instructions for Poster Preparation and Presentation

Please read this CAREFULLY – it has instructions for your poster preparation and presentation.

Please share this information with your coauthors – this information is sent only to the submitting author.

When your abstract is accepted for Research Day, you will be given a unique abstract number. That will be the identifier for your poster. If you submit more than one abstract, each will have a unique number. *For those with more than one poster – any individual may present only one poster in the poster competition.*

If you wish to have your poster printed at VCOM:
- posters must be in Power Point format, 44 inches wide by 33 inches tall
- posters must be submitted no later than 5 pm on January 6, 2020

Printing is free of charge but limited to submissions that meet the required criteria and is available on a first-come, first-served basis. *PowerPoint files should be emailed to posters@vcom.vt.edu for printing.* Please use the abstract number you were issued in the subject line of the email as follows: “Abstract ## Poster for Printing.” *Posters emailed to any other address cannot be printed by VCOM.*

* Posters of a size different than 44 inches wide by 33 inches tall cannot be printed by VCOM.

* Pre-printed posters of a different size that 44w x 33h *may* be displayed if space allows, but they will not be accepted for the poster competition.

Those who are participating in the poster competition are required to have their posters hung **before 12:45 PM on Thursday, February 27** at the venue – VCOM, 2265 Kraft Drive, Blacksburg, VA. *PLEASE NOTE: Only Research Day staff may hang or remove posters. YOU WILL NOT BE ALLOWED TO HANG OR REMOVE YOUR OWN POSTER!*

Any posters printed at VCOM will automatically be hung for you by VCOM staff – you do not need to be present. If you have a pre-printed poster, please contact the Event Director, Ms. Kelly Varelos, to arrange to drop off your pre-printed poster for hanging.

All posters must be removed from the venue by the end of the day on Friday, February 28. *Any poster left hanging will be removed and held in storage for a duration of no longer than ONE MONTH until it is claimed. After one month, unclaimed posters will be discarded.*

Please send all questions/concerns via email to the Event Director, Ms. Kelly Varelos, ResearchDay@vcom.vt.edu.