

04/20/06 Email #1 – 2 pages (PDF)

Dear Showcase Participants,

Thank you for signing-up registering for the 8th annual College of Science & Engineering's Student Project Showcase (AKA COSE Showcase). Thank you, professors, for encouraging students to participate. During the Showcase **147 groups and individuals** will compete and a few will be on “display only”. I will try to accommodate your requests but you must let me know NOW (and not to wait until the day before) what those needs are. **Please read this long message completely and thoroughly!**

Bookmark this link www.sfsu.edu/~science/SPS.html since this is where you can find all Showcase related materials - general info, updates, emails, flyers, invitation, handouts, etc. Please make an attempt to check the above website daily for updates on this important event.

To assist some of you with putting together a poster for the presentation, we will hold a "How to Make a Great Poster" workshop tomorrow, Friday, April 21, from 2-3 pm in TH 429. Although handouts from the session can be downloaded from the above Website, I encourage you to attend the workshop.

I have two kinds of poster boards. **Tri-fold boards are 3ft height x 4ft width including two 1 ft fold-in panels. Flat foam boards are 30 inches x 40 inches** (used for 1 piece poster). Poster boards can be **picked up** at any time during office hours. I can also **reserve a board** for you and you can come early on Fri 5/5 to pin up your materials.

Misc. supplies (pins/thumb tags, construction papers, color papers, scissors, tapes, glue sticks, etc.) are available for you to use/borrow. My **office hours** for the next two weeks are: Mons & Weds 12 noon-3 pm, Tues & Thurs 9 am - 1 pm, Fridays all day 8-5. My office is SCI 248. If you can't make it during these hours, let me know. Come and check out my supplies so you don't have to spend extra money on these. *(Talk about expenses..., Chem & Biochem, Computer Sci, Physics & Astronomy students - if you want reimbursement for out-of-pocket expenses related to this project, talk to me **NOW**. Biology, Engr., Geosciences, Math - see your dept. about this).*

Each entry will have **an easel** (tri-pod) **OR a table** at their station. You may request a table only if you have **lap tops, visual aids, parts, etc.** to display. If I run out of tables, you will receive chairs for your lap tops and/or other materials. There will only be **WIRELESS internet** access in GYM 100.

I will be in GYM 100 from 8 am on the competition day, Friday 05/05/06. For those who need to set up their computer and visual aids, I strongly suggest you to come early to set up. GYM 100 will be available for setting up from 11 am. **You must finish setting up by 1 pm sharp.** You are free to leave the premise from 1-3 pm or hang around and check out other posters. **Judging will start at 3 pm** so you must be at your 'station' by 3 pm promptly. Judges will visit your station to review your posters and materials/products and talk to you. You should prepare a 'talk' of about 4 min or less. Be brief and clear and get your main points to them. Bottled water and light snacks will be available during judging hours. All are welcome (and encouraged) to stay for the reception in GYM 118. Dr. Gretchen LeBuhn from Biology will give a 20 minute talk about “How can we plan to conserve ecosystem services?” Results of the competition will be announced at the end of the program at about 7:15 pm.

Please reply to this email **ASAP** so I can make arrangements.

- Easel only (for poster)
- Easel and a chair (for additional flyers/handouts, smaller items, etc.)
- Table (for poster, laptops, visual aids, products, parts, etc. - let me know what you will display on the table)
- Electrical outlet
- Tri-fold poster board **and** when you plan pick it up
- Foam board **and** when you plan pick it up

Contact me via this email please if you have additional needs/requests, special arrangements, questions, schedule conflict, etc... I am here to help you. Stay tuned for email #2 on proof reading your information for the program. Titles can be changed until next Friday 4/28.

Thanks for reading this far. See you tomorrow at the workshop.

Lannie