

4/27/07

Dear SPS 2007 Participants,

Showcase is 1 week away and we should switch to super charge mode by now!!!

Please **review** the attached document in pdf. The order of the list is first by grads and undergrads, next by dept, then alphabetize by first name of the first team member. **I need you to reply to me even if everything is perfect.**

Titles will be in all caps so if some parts of your title must be in regular letters, be sure to let me know to correct. I need help with italicize words.

Please **reply by midnight Saturday, April 28** so I can put together a final document for your review by Monday.

Lots of materials are available in my office, SCI 248. You have a choice of a tri-fold board 48x36 or a flat foam board 30x40. Although the flat foam board is a bit smaller, I would recommend to use it for one piece poster so the panels won't fold in. If you have a one piece poster, I can reserve a board for you to pick up on the day of event so you don't have to lug it around. I have thumb tags, pins, colored papers, construction papers, scissors, glue sticks, markers, etc. for you to work on your poster board. Come by and see me (or my student assistants). My office will be opened from 8 am-6 pm everyday from now until next Thursday. I'll be in the GYM 101 by 7 am on Fri with the rest of the materials.

You will be given an easel for your poster board unless you have large display items and/or information, you can reserve a table. If you have just a laptop (except CS students), you will be given a chair only. There will be lots of outlets available so you can plug in your laptops.

Wireless access will be available in the GYM.

**Let me know the following info ASAP:**

**Need to reserve a flat foam board?**

**Need a table?**

**How big is your display item?**

If you haven't been to one of these Showcases before, you can view some archived materials at [www.sfsu.edu/~science/SPS.html](http://www.sfsu.edu/~science/SPS.html).

If you have further questions, don't hesitate to send me an email. I am here to help you.

Have a good and busy weekend!

Lannie