

04/30/07 @ 9 pm

Dear SPS 2007 Participants,

The program w/ your entry number is not ready yet but here is where you can find an updated list www.sfsu.edu/~science/SPS.html . Those in bold fonts have responded to me with updates and requests for equipment and materials. Non-bold people ... I need to hear from you.

Please **review** the pdf file. 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.

I should have the FINAL program with your entry number for your review by Tuesday evening.

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. *The edges of the poster can hang off the board or you can tape a couple boards together. If your position is along the wall, you can tape your one piece poster directly on the wall as well. (You should know where your position is by Wednesday, 5/2 evening).* 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 Thursday. I'll be in the GYM 100 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.

If you haven't done so, 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.

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

Three more days to work on your project!

Lannie