

May 4, 2017 2pm

Hello Participants,

ALL communications will be by EMAIL please. Do NOT call.

I think you all are as stress out as I am.... so breath...

There is still allocation for FREE printing because the Dean has approved more money. Do NOT call me. Submit your poster for printing by following the instructions on the Office Max Impress Printing flyer.

Lots of documents have been uploaded on <http://www.sfsu.edu/~science/sps.html>

My team and I will be at ANNEX I from 8 am. The space might not be completely set up (easels and tables) set but you are welcome to come down there from 9 am to start to set up your station.

You MUST set up your 'station'/poster by 12 noon. You may leave but **MUST come back by 1pm** to check back in and get your name tags. No all team members have to be at their poster but at least **1 must be at the poster from 2-5pm during the competition**. Be prepared to stand for the 3-hr duration. The time line of the event has also been posted on the above website.

Will be available at the ANNEX:

- All supplies including poster board backings, easels, binder clips and glue dots , tapes, papers, etc..
- Power strips and extension cords will be available.
- Wifi is the same is anywhere on campus

DISPLAY ONLY posters can be dropped off at my office, SCI 248, until 6 pm today. I will post it up for you.

Business casual is the recommended attire for the event. You're welcome to invite family members and other colleagues but there is a capacity at the venue that we have to follow. President and Mrs. Wong, Provost Summit, and many other administrators and Dean will be coming by our event.

See you all tomorrow!

Let's showcase!

Cheers,

Lannie