



## EXPO PARTICIPANT CHECKLIST

*Unless otherwise indicated, the following items are REQUIRED for all participants*

### **By Friday, March 14<sup>th</sup>**

- ✓ Register to present at the Student Scholarship Expo. [Register here](#) or at [bradley.edu/expo](http://bradley.edu/expo).

### **By Wednesday, March 26<sup>th</sup>**

- ✓ Submit your Final Abstract and make any changes to your registration information. Your registration confirmation will include the link to submit your abstract.

### **By Wednesday, April 9<sup>th</sup>**

- ✓ If you are using CityBlue to print your poster, submit it by this day (see Poster Preparation Guidelines).

### **By Monday, April 14<sup>th</sup>**

- ✓ If you are using CityBlue to print your poster, pick up and pay for your printed poster by 3:00 pm.

### **Monday, April 14<sup>th</sup> (4:30 – 7:00 pm) OR Tuesday, April 15<sup>th</sup> (8:30 – 9:30 am)**

- ✓ Set up your poster/presentation. We will provide the easels, foam board and thumbtacks. If you requested a table and/or electricity, that will be provided as well.
- ✓ Sign and submit a photo consent form if you have not done so by email.

### **Tuesday, April 15<sup>th</sup> (your assigned time will be a 20 minute window between 10:00 am – 5:00 pm)**

- ✓ Attend your judging session (arrive at least 10 min early to check in at the registration desk). You will receive your judging time no later than Monday, April 7<sup>th</sup>.
- ✓ **NOTE:** Do not stand at or near your display during the entire judging period. Instead, please just be ready at your poster at your designated judging time sent to you by the organizers.

### **Wednesday, April 16<sup>th</sup> (4:00 – 6:00 pm)**

- ✓ Attend the public poster viewing time (4:00 – 5:30 pm). Refreshments will be provided.
- ✓ Attend the awards ceremony (5:30 – 6:00 pm). You may win one of the Expo prizes worth up to \$1000!
- ✓ Take down your poster/display (You are responsible for taking down your poster/display).
- ✓ You are responsible for returning your easel, board, and thumbtacks to the registration table.

**QUESTIONS? E-mail them to the organizers at [studentexpo@bradley.edu](mailto:studentexpo@bradley.edu)**