

Information Session Summary Sheet – March 2014

UNH Printing Services (www.printing.unh.edu)

- Good posters provide a summary of your research
- Don't be afraid to use color in your poster
- Use high quality photos for your poster – low quality photos (iPhone, websites) do not enlarge well on posters
 - Parker Media Lab – have cameras you can sign out to use at no cost
- Reference UNH somewhere on the poster either by using the UNH Logo (<http://www.unh.edu/nem/logo>) or using “University of New Hampshire” in your text
- Poster should include your name, presentation title, and UNH logo (Do not use the UNH Seal)
- URC website (www.unh.edu/urc) has examples of posters from past years
- Nelson and Paul URC Poster MUST BE mounted to foam core
 - Nelson Posters must be between 32”x40” and 40”x60”
 - Paul College URC Posters must be 32”x40”
 - Cost of printing poster and mounting averages \$85-95 (paid upfront by student)
 - Students will be reimbursed up to \$50 (maximum) AFTER the URC
 - You will need to submit your original receipt and an expense form (further instructions on Paul URC website: <http://paulcollege.unh.edu/urc>)
- When submitting your file for printing – include your name or presentation title in the name of your file to make it distinct (example: “John_Smith_PaulURC_poster.pptx)
- Helpful hints and step by step instructions on submitting your poster: <http://www.printing.unh.edu/urc-poster-information>
- There are Creative Designers at UNH Printing Services that are available to help you with your poster. Plan early to utilize this service as the closer to the URC event, the busier they are
- Submit your file **1 week** prior to your event to ensure it is done in time
- Order a proof to get a better idea of what your poster will look like when professionally printed
- Visit www.printstorefront.com/unhprinting to order your poster
- Your poster can be printed by vendors other than UNH Printing Services

Parker Media Lab (<http://parkerlab.unh.edu>)

- Located in Diamond Library – room 237
- Best way to contact them is by phone: 862-1747
- Hours: Sun-Thurs 10am-10pm; Fridays 10am-5pm, closed Saturday
- Equipment and instruction are available FREE to help you with your presentation
 - Still cameras, video cameras, tripods, etc. (Free 3-day sign out on first come/first serve basis)
 - Editing instruction, equipment and software
 - Music, video, images and audio clips available in the Center's public domain files
 - Technical support for the use of the equipment and processing your media
- There are only 6-7 work stations in the lab, so plan ahead because they get busy closer to the end of the semester
- Website offers guides like ‘sample storyboard’, ‘tips for recording’, and copyright information: <http://parkerlab.unh.edu/guides.html>

Connors Writing Center (www.unh.edu/writing/cwc)

- Located in Diamond Library room 329
- Can help with oral and poster presentations
 - Choreograph your presentation
- Online scheduling system for 1-on-1, 50 minute appointments
- Oral presentation guidelines: <http://www.unh.edu/writing/cwc/presentations>