



EXPO PARTICIPANT CHECKLIST

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

By Friday, March 13th

- ✓ Register to present at the Student Scholarship Expo. [Register here](#) or at <https://www.bradley.edu/academics/student-scholarship-expo/>
- ✓ Submit your Final Abstract and make any changes to your registration **by Friday, March 27th**. Your registration confirmation will include the link to submit your abstract.

By Wednesday, April 8th

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

By Monday, April 13th

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

Monday, April 13th (4:30 – 7:00 pm) OR Tuesday, April 14th (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 14th (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 6th.
- ✓ **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 15th (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