

Poster Sessions and Poster Competition Timelines

DRAFT: 17 Jul 19

Date	Tasks	Who
Mon, 7:30 AM	Have station set up for poster session coordinators; Have numbers on Boards 1-42 Pushpins and map of Poster Board layout Poster Board Assignment List GOAL: Posters up by 9:00 AM	Pekka, Albert and Rose
Mon, 15:30-16:00	Judging to start. Provide each judge with 6 posters to assess, scoring sheets on clipboards with pen	Pekka, Albert and Rose
Tues, 10:30-11:00	As judges complete, scores go into into Google Doc	One person
Tues, 15:30-16:00	Have to keep eye on judges so that they get done by end of this session	Pekka, Albert and Rose
Tues, 16:30-18:30	Posters are taken down. Collect the pushpins!	Need one person
Wed, 9:30	Go over scores and do ranking of first competition Get ready for Thursday/Friday poster competition	Everyone
Thurs, 7:30 AM	Have station set up for poster session coordinators; Have numbers on Boards 1-42 Pushpins and map of Poster Board layout Poster Board Assignment List GOAL: Posters up by 9:00 AM	Pekka, Albert and Rose
Thurs, 10:30-11:00	Judging to take place, encourage judges to have all judging done by end of second session on Thursday	Pekka, Albert and Rose
Thurs, 15:30-16:00	After all forms in, update Google Doc Then confer on scores.	Pekka, Albert and Rose
Thurs, 18:00	Announce winners and contact them to line-up for Friday.	Pekka
Fri, 10:30-11:00	Last poster session	One person
Fri, 16:00	Best posters presented at plenary	
Fri, 16:30-18:30	Posters are taken down	One person

Areas of Responsibilities:

1. Poster Board assignments and placement of posters
2. Support of judging
3. Google Doc scores

Equipment:

1. 20 clipboards and pens – Pekka to get
2. Pushpins (300) – Pekka to get

3. Labels for poster boards (numbers 1-44)
4. Judging sheets with names of presenters and poster names
5. Map of posters for judges and poster presenters
6. Copies of instructions
7. Prize money