Dear Presenter,

Thank you for being an integral part of the School’s Innovation Showcase event. The guidelines for presenting students are below:

Timings and Location:

- Set-up between 12pm -3pm, Thursday 1st November on Level 3 AEB (Room 316 & Foyer)
- Location as per layout below
- Tables, power and other infrastructure requirements will be provided as nominated by your Supervisor
- ITEE staff will be available at the registration desk from 12 to assist you
- Once you have installed your project you are free to leave, but please be at your station prior to the 4pm start

Dress:

- Business attire
- Adhesive name tags will be available at registration desk

Bring:

- Your project, supporting material and equipment if needed

Preparation:

- Poster content from your week 12 Poster and Demo assessment is all that is needed.
- You must return your poster via email in .ppt format to Amy Uhlhorn a.uhlhorn@uq.edu.au by Friday 26th October at 12pm.
- Printed Posters will be available at AEB on Thursday for collection and insertion into the clear poster holder.
- There will be small identifying stickers distributed for respective prize nominations.

During the event:

- Present your work to visitors, staff and other students as they browse
- Judges will assess your project during the first hour and will expect a brief description of your work and its significance. Be prepared to answer questions and think about possible answers and explanations before the event.

Conclusion and afterwards:

- Pack-up will be at the end of the event after 7pm.
- If you have RSVP’d for the event you are welcome to join us for refreshments in the level three foyer of the AEB immediately after the Innovation Showcase.
- You will need to RSBP to the event, a registration link will be emailed to you.
- Please remove all of the materials and software you brought along.
- We will collect all poster holders.

Thank you again for your efforts in being selected by your assessors, and for your participation in this important School event.

Best regards,

Professor Stephen Wilson

Innovation Showcase Coord.

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Innovation Showcase 2018
AEB Level 3, Area Layout