

POSTER PRODUCTION CHECKLIST

Due Date	Activity
	Notified of poster acceptance by Program Committee
	Discuss content and layout with mentor
	Review rules governing poster constraints (published by Program Committee)
	Meet with Graphics Arts Department to discuss deadlines and expectations
	Complete first draft of content/visuals
	Content sent to Graphic Arts Department
	Review proof with Graphic Arts Department
	Review proofs/draft with mentor
	Submit final changes to Graphic Arts Department
	Receive final version of poster
	Poster Presentation