

Showcase Poster Planning Timeline

Including Hyperlinks for Additional Information

ACTION	Approximate Time Frames
Register for one of the free poster workshop sessions. Check the Showcase Web site for details.	December – January
<ul style="list-style-type: none"> • Create a Title and a 1-paragraph summary (Abstract) for your exhibit and identify the names of the exhibit presenters. This information will be used in the Showcase Program. • Please email your abstract and names of exhibitors to your Office of Quality Improvement contact person or email showcase@oqi.wisc.edu 	February
<p>While planning your presentation, think about if you would like to bring a laptop, LCD, larger monitor, projection screen, etc. As Showcase approaches, we will be sending an email questionnaire regarding this information.</p> <p><i>You are responsible for your own laptop and extension cords. If you wish to use the internet, you will need a wireless internal or external card in addition to your netID and password to login.</i></p>	February
<p>To save time and money, we recommend using one of the following 3-step processes to create your poster:</p> <ul style="list-style-type: none"> • Creating a Tri-fold Poster 	January – March
Create handouts (if necessary). 50-75 copies should be sufficient.	March
Drop off poster and handouts at Memorial Union, Langdon Room between 3:00 and 5:00 p.m.	Day before Showcase
Set up poster exhibit in Great Hall, Memorial Union, by 7:45 a.m.	Day of
Take down poster exhibit by 3:00 p.m.	Day of