



# *Posters-at-the-Capitol*

## **Frankfort, Kentucky**

### **February X, 200X**

#### **FINAL INSTRUCTIONS**

- 1) Student Elizabeth XXX from Northern Kentucky University was accidentally omitted during the preparation of this year's program booklet. Please be sure to visit poster #120 entitled XXX. Her abstract is printed on the reverse side of this document.
- 2) Student John XXX and Yoon XXX are listed as participants for posters #1 and 97. While their research is a collaborative effort, Mr. XXX's abstract was not correctly printed in the program. He will be displaying his work on poster #97 and his abstract is printed at the end of this document.
- 3) **All posters need to be set up and ready for display by 11:00 a.m.**
- 4) **Oral Presenters:** After picking up your participant packet at the registration table, **please be certain to meet with Mr. Zach XXX** to ensure that your materials are working properly on the computer. Please **report to the Rotunda by 10:30 a.m. for any last minute instructions** and/or any logistical changes that must be made.
- 5) **Poster Presenters:** All students displaying a poster need to be by their poster during the afternoon reception ~ 3:00 p.m. to 4:30 p.m. Student participants will be allowed to move through the reception line a few minutes prior to 3:00 p.m. so that you may return to your poster for the poster session.
- 6) **Dr. John Mateja, chair of the *Posters-at-the-Capitol* Organizing Committee, will introduce Lt. Governor Pence at 10:45 a.m. in the Rotunda.** If you do not have meetings scheduled with your legislative representatives from 10:45 a.m. to 1:00 p.m., please be certain to gather in the Rotunda for Mr. Pence's remarks and the oral presentations.
- 7) **A group picture will be taken on the Rotunda staircase with Lt. Governor Pence at 2:00 p.m.** All participants, mentors, and special guests are included. Please make note to gather in the Rotunda staircase area beginning at 1:45 p.m.
- 8) In addition to the group photo, we will be taking pictures of all students and their mentors with their posters. Ms. Julie XXX will be taking these pictures. Please work with Ms. XXX so that we can take these pictures as quickly and efficiently as possible as there are 120 pictures that need to be taken. These photographs will be shared with the Organizing Committee for dissemination and will be displayed on the *Posters-at-the-Capitol* website.
- 9) All posters are to remain on display until 4:30 p.m. Students are responsible for removing their own posters.

- 10) **PLEASE!! Return your backing board, number tag, binder clips, and easel to the registration table at 4:30 p.m.**

**House and Senate Standing Committee Schedule - Thursday**

Time	HOUSE	Mtg Room	Time	SENATE	Mtg Room
8:00 AM	Judiciary	149	8:00 AM	Tourism Dev/Energy	131
				Elect & Const. Am.	125
9:00 AM	A&R	149			
10:00 AM	Ag & Nat Res	125	10:00 AM	Health & Welfare	131
				Transportation	129
11:30 AM	Education	149			
			12 Noon	Ag & Small Business	129
				BR Sub on Ed.	125
On Adj.	A&R	129			

**Example**