

May 9, 2013 (Email #1)

Dear Participants of SPS 2013,

Attached is the list of participants. A record breaking number of projects - **194 projects** - will be part of the Showcase this year so the ANNEX I will be bursting at the seams.

You should bookmark this page <http://www.sfsu.edu/~science/sps.html> as I will upload information regularly during the next 8 days leading to the event.

Please read through the list to make sure all of the information for your project is correct. **If your project has red highlight, you need to answer my email or send in the missing information ASAP (by tomorrow May 10, by 8 am). It is crucial that you cc all your team members when you communicate to me** so everyone will be in the loop and other team member won't ask me the same questions.

Approx. Timelines:

Email #2 (expected to be sent out by Friday, May 10, 5 pm) - Double check info on program booklet by Monday, May 13, 8 am final corrections, no more changes.

Start printing program booklets on Tues, May 13

Floor plan of ANNEX I should be available by Wed, May 14

Day of event - May 17, doors of ANNEX I open by 8:30 am. Set-up 8:30 am -2 pm (please do NOT wait until 2 pm to come in). Check-in, get name tags 2-3pm. Stand by at your station from 3pm-6pm. Reception with light appetizers and drinks and a short program from 6pm.

Printing your one-piece poster: There are still around 25 spots left for free printing of 1 poster per project through OfficeMax Impress Printing. OfficeMax Impress Printing can deliver to Biology Stockroom and take credit card payment (if you are not within the first 50 posters). Detailed information can be found at the above link. The recommended size of your poster is 48"w x 36"h and the maximum size of your poster should be 56" x 42" (either direction).

Regular Printing and Getting Supplies from my office:

My office, SCI 248, will be opened from 8 am - 5 pm, starting from tomorrow (except for the weekend, of course) until Thursday, May 16. You may pick up supplies to work on your poster if you're not printing it as one-piece poster. Tri-fold boards (48 x 36), glue sticks, thump tags, construction papers, color papers, markers, etc. can be checked out from my office.

On Friday, May 17, all supplies will be available in ANNEX I.

I can print hand-outs and projects on regular sized papers (letter 8.5x11 or legal 8.5x14). Don't wait until the last minute to lay out and put together your poster board (if you are not using the 1 piece poster format)!

Your 'station':

Each project will be given an easel OR a table (not both) and a poster board (tri-fold or flat foam board). Those who need a table (limited numbers of tables will be available) for their laptop (computer science and computer engineering majors) to demonstrate their project or for their product or sample of their product will need to put their poster board on the table (not on an easel). Therefore, I would suggest using the tri-fold boards.

Limited numbers of chairs will be available but do plan to be on your feet during the 2.5 - 3 hours (so wear comfortable shoes). Electrical outlets are on the floor throughout the facility.

More details about May 17 will be coming in next few emails. For those who have not attended previous years' Showcases, you might want to click on the [Previous SPS](#) link on the above SPS web page to be familiarized with the event.... I do keep similar time lines, format and program order, etc.

If you have further questions, please send me an email (**do NOT call!**) and cc all of your team members. Please keep in mind that I have 193 projects to take care of so it's more convenience for me to communicate with you via email.

Cheers,
Lannie