SHOW ME RESEARCH WEEK

After You Register for the Symposium

What Happens Next, and What You Still Need to Do

Due to space limitations in Memorial Union, the number of presentations that can be accommodated is limited; HOWEVER, the coordinators will do everything in their ability to accommodate all who register for the Symposium by the March 13th date.

Once you have registered:

1) That person will receive a confirmation email from musmrweek@missouri.edu with your registration information. (*Be sure to check your SPAM or JUNK folder!*)

2) The primary mentor of the registrant will also receive a confirmation email asking them to "Approve" or "Deny" the registration.
- If the mentor "denies" the registration, there is a space for them to comment on why.
- The registrant then needs to make the appropriate corrections, or email musmrweek@missouri.edu with the corrections that need to be made on their registration.
- Once the correction is made, another approval request is sent to the mentor.

3) Once the mentor "Approves" the registration, every thing is ready for the event to go 'live'.

4) Registrants will need to sign off on these two items in Qualtrics:
- Forum Presentation License
- Photo/Video Release

University of Missouri

musmrweek@missouri.edu

5) If you are presenting in the POSTER modality, we have resources available to you to design and prepare your poster. Please note: presenters will be putting their posters up by 9am the day of their presentation - this way, their poster will be up ALL day for people to view. They will then return at 4pm that day to take their poster down.

This is subject to change depending on the number of people who register to present. Registrants will be notified of exact setup and take down in email with their confirmed presentation session.

Presenters are responsible for picking up their posters, Symposium coordinators are not responsible for posters that are not picked up by 4pm.

6) PRINTING YOUR POSTER - You will be one of an estimated 600+ people printing a poster, so we highly recommend that you send your poster to the printer at least 4 days in advance of your presentation session. There are several vendors who print posters, including campus Printing Services which you can find listed here.

7) Registrants will be notified via email by Tuesday, April 2nd of their confirmed presentation session. (Be sure to check your SPAM or JUNK folder!)

We have partnered with FedEx to provide special pricing for presenters who print their poster with them using this unique submission portal. ONLY posters submitted through this portal will receive the special cost savings price.

To learn more about this partnership and the details please click HERE and look under **Step 6: Printing Your Poster.**

As many presenters will be taking advantage of this offer, we strongly recommend that you submit your poster at least 4 days in advance of your presentation.

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