Submit the completed PARTICIPATION FORM and ABSTRACT to the Ecology and Evolutionary Biology Undergraduate Office (101 Hershey Hall) no later than MONDAY, MAY 5, 2014, at 4:00 P.M. Forms may also be submitted via e-mail to eebundergrad@lifesci.ucla.edu with the Subject: “Symposium Participation Form.”

EVENT SCHEDULE
11:00AM to 12:00PM – Poster Set-Up (Corridor and Lobby of Hershey Hall by Hershey Computer Lab)
1:00 to 4:00PM – Poster Session and Judging
4:15PM – Deadline to remove posters
4:00 to 5:00PM – Seminar (158 Hershey Hall)

*If you are submitting more than ONE poster, you must submit a separate PARTICIPATION FORM for EACH poster.*

Do you want your poster to be judged (circle one)? **YES** or **NO**
(NOTE: Eligible posters may have only ONE EE BIOL Faculty Advisor.)

Please check one of the following categories for your submission:

| UNDERGRADUATE: Undergraduate Author(s) with an EE BIOL Faculty Advisor and/or Graduate Mentor |
| GRADUATE: Graduate Author(s) with or without EE BIOL Faculty Advisor |

Note that the Lab/Collaborative Category has been eliminated. Certain author combinations, e.g. one undergraduate, two graduate students, one postdoc, and one faculty member, do not fit into either category and will not be eligible for judging.

Please fill out the following information completely and print clearly:

*(NOTE: All poster authors’ names, UIDs, and contact information must be listed.)*

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ABSTRACTS – Please submit your abstracts in a separate e-mail from your participation form. Abstracts must be submitted within the body of your e-mail (to eebundergrad@lifesci.ucla.edu) with the Subject: “Symposium Abstract.” Missing the MONDAY, MAY 5, 2014, deadline could result in your being excluded from the printed program.

Please use the following format:

Title [bold] – The title should be EXACTLY how you would like it to be listed in the program.
Authors [italicized] – Please list the authors in the order you would like the names listed in the program. [SPACE]
Abstract [regular] – Please type EXACTLY how you would like it to appear in the program (with all proper punctuation, italicization, etc.).

The staff will not be editing your abstract for content.

FONT: Arial, 10 point
SPACING: Single-spaced

POSTER BOARDS AND EASELS
Indicate the number of 4’ x 4’ poster boards and easels you will need for your presentation:__________

PRESENTATIONS
Participants are highly encouraged to be present during the poster session to answer any questions from the judges.

(1) Will you be in attendance at the event? YES or NO
If YES, you will be asked at a later date about your specific availability.

(2) Is this a joint presentation? YES or NO
If YES, are both/all presenters co-authors?

(3) Who will be present during the poster session? Please print clearly.
If NO to (1), please indicate who will be your representative at the poster session.
POSTER PRINTING INSTRUCTIONS

You are responsible for contacting DANIEL DEVANT (contact information below) to schedule your poster printing appointment. Please do not wait until the last minute to contact Daniel. Science Poster Day is scheduled on Tuesday, May 13, 2014, and other poster sessions are scheduled throughout Spring Quarter.

1. Export your poster to PDF.

   **PC - Powerpoint**
   Go to "File"
   Select "Save As"
   Select "PDF"
   Rename the PDF poster with your first name and last name - Example - meniselyons.pdf
   Click "Standard (publishing online and printing)"
   Click "Save"

   **Make sure the file retains the correct dimensions (i.e. 36x48, 42x42, 42x48, & 42x56)**
   Open pdf in Adobe Acrobat
   Click "File"
   Select "Properties"
   Look for Page Size under "Description"

   **Mac - Powerpoint**
   Got to "File"
   Select "Print"
   Select "Scale to fit"
   Click "Page Setup"
   Click "Options"
   Under Paper Size select "Manage Custom Sizes"
   Click the plus (+) sign
   Enter the smaller dimension into width and the larger dimension in height
   For example if the poster is landscape - 42x48
   Width = 42 and Height = 48 (I know it sounds like it should be the reverse but it isn’t)
   Select the the correct orientation (portrait or landscape)
   Make sure the paper size shows the correct dimension
   Click ok for the "Options" dialogue window
   Click ok for the "Page Setup" dialogue window
   Click "PDF"
   Select "Save as PDF"
   Rename the PDF poster with your first name and last name - Example - joebruin.pdf
   Click "Save"
   Click "Use .pdf"

   **Make sure the file retains the correct dimensions (42x42 or 42x48)**
   Open pdf in Adobe Acrobat
   Click "File"
   Select "Properties"
   Look for Page Size under "Description"
2. **Send** DANIEL DEVANT the file at 8:45am, or the time that you have arranged with him. Daniel may be reached at [illustration@lifesci.ucla.edu](mailto:illustration@lifesci.ucla.edu), [ddevant@ucla.edu](mailto:ddevant@ucla.edu); [jrogers@ucla.edu](mailto:jrogers@ucla.edu) If the file is too large then Dropbox is a great option. Just send Daniel a link to your file.

3. **Pickup** the poster at 4pm in room **210 Hershey Hall**.  
The cost of the poster is $13 per linear foot. A 42"x42" poster costs $52.  
Please bring payment (cash, check or P39/recharge form - made out to LS Illustration).  
Bring exact change if paying by cash.  
Checks should be made payable to 'UC Regents'.  
Recharge forms made out to LS Illustration - include the full FAU#.

**Other notes:**  
1. Never cut and paste your images or graphs in Powerpoint. Always select 'Insert'-->'Photo'--> 'Picture From File'.  
2. Some other options besides Dropbox are: YouSendIt or Box.  
3. If paying with cash please bring exact change.