**ISM Program PROJECTS**

**Poster Day Requirements - Capstone Projects**

**FALL POSTER DAY: Wednesday, December 4, 2019**

**Overview:**

We will be hosting the semester Program PROJECT poster day to showcase your team’s work to your colleagues as well as the faculty and staff. On **Wednesday December 4, 2019** your team’s poster will be displayed in the Teresa Heinz Rotunda, Hamburg Hall, from 12:00 noon to 1:20pm.

**DUE DATES FOR PROJECT REQUIREMENTS**  
(Note: Final grades not issued if requirements have not been met.)

* **Monday, November 18, 2019**
  1. Project Poster pdf request must be submitted for printing by 4 pm to Tartan Ink through the [Tartan Ink portal](https://www.cmu.edu/tartanink/) (<https://www.cmu.edu/tartanink/>) so that the poster will be ready for the December 5 Poster Fair.
  2. ***Capstone Executive Summary Form*** must be submitted to Heinz College containing **Executive Summary** paragraph requirement for dean review at:

<https://heinz-eforms.heinz.cmu.edu/execsummary/>

* **Tuesday, December 3, 2019:** 
  1. All Poster orders will be ready for pick-up at Tartan Ink at the CUC by **2:00pm (if not before)**.
  2. **YOU MUST PICK UP YOUR OWN POSTER before 4:00 pm.**
  3. Completed poster due to Sandy Harris in HBH A101F by 4:00pm.
* **Wednesday, December 4, 2019: ISM Program** **Poster Fair Day**:
  1. From 12:00-1:30pm have at least one team member present at your poster in the

Teresa Heinz Rotunda to answer questions about your project.

* 1. Posters will be collected and housed in the Student Services suite.

**Poster Details:**

The poster **MUST** be **24 x 36 inch** and mounted on foam board. The poster format ***MUST be PDF***. (No Powerpoints accepted; make sure your files are flattened-no 1355678GB files-the printer cannot take that big of a file.) Each team is responsible for having their poster printed at the CUC campus TARTAN INK SHOP (SEE INSTRUCTIONS BELOW). They will charge **$58.50 only if you submit your PDF online by the deadline of** **Monday, Nov. 18th by 4pm via the online portal**: go to the [Tartan Ink Print-Shop](http://www.cmu.edu/tartanink/) and click on WebCopy to upload your file. (You may need to create an account first-use your NAME and email address!) Please allocate $58.50 in your project budget for printing; no physical proofs available before printing.

**VERY IMPORTANT:** **Tartan Ink Print-Shop will already have your project Oracle payment string. Therefore, you can SKIP the payment section of the portal. When you submit your poster for printing – include your Project Leader’s name (if you are receiving this email, we have you listed as the project leader) so that we can insure your poster is charged to the correct string. If you are unsure of your leader’s name – please contact Sandy Harris a**t [sh4d@andrew.cmu.edu](mailto:sh4d@andrew.cmu.edu) **.**

***PLEASE*** *double check your work!*

Poster Templates in the past have included the following information:

* Introduction: Description of problem and context
* Objectives: Specific objectives and questions
* Scope summary
* Your methods to solve the problem
* Results-data collection, interviews, analysis.
* Conclusion and recommendations
* References
* When creating the poster, be sure not to overwhelm the poster with too much text

**Hard-copy examples of posters from last semester if you need a reference --- in HBH A101.**

**FOLLOW THESE STEPS during POSTER submission process NO LATER THAN 4 pm on Monday, November 18, 2019 via the** [**ONLINE PORTAL.**](https://www.cmu.edu/tartanink/)

1. Upload file and click GO
2. Select Quantity = 1
3. Select PREVIEW
   1. select COLOR
   2. select PAPER and SIZE = 24x36
   3. check MOUNTED POSTER
   4. you can manage SCALE here if needed
4. Click on DONE WITH PRINT OPTIONS
5. ENTER SPECIAL INSTRUCTIONS for this item **and type the following text**:  
   ***This full-color poster must be 24 x 36 inches and mounted on foam board.  Sandy Harris/HEINZ COLLEGE has provided ORACLE String for payment.  My project leader is:  (please insert project leader name here)***
6. DELIVERY INFORMATION: date will automatically show up; (but you must pick up no later than Tuesday December 3)  
   Select Shipping Method: **PICK UP**
7. PAYMENT METHOD: LEAVE BLANK
8. **PLACE ORDER -** If you have any questions please contact:  
   TARTAN INK  
   Cohen University Center, LL 83  
   5000 Forbes Avenue   
   Pittsburgh, PA 15213 (412) 268-4828 **Email**: [tartanink@andrew.cmu.edu](mailto:tartanink@andrew.cmu.edu)