

Capstone Poster Presentation Logistics

Wednesday April 1st 2009

Building, Civil & Environmental Engineering - BCEE
Mechanical & Industrial Engineering - MIE

Session 1

Setup: 12h45 to 13h30
Presentation: 13h30 to 16h30
Removal: 16h30 to 17h00

Session 2

Setup: 17h15 to 18h00
Presentation: 18h00 to 21h00
Removal: 21h00 to 21h30

Thursday April 2nd 2009

Electrical & Computer Engineering – ECE
Computer Science & Software Engineering - CSE

Session 1

Setup: 12h45 to 13h30
Presentation: 13h30 to 16h30
Removal: 16h30 to 17h00

Session 2

Setup: 17h15 to 18h00
Presentation: 18h00 to 21h00
Removal: 21h00 to 21h30

Space Organization (Quantity of projects per department):

BCEE	20
MIE	27
Total	47 groups

Per session: BCEE 10 groups and MIE 13 & 14 (max of 24 groups per session)

ECE	26
CSE	3
Total	29 groups

Per session: ECE 14 groups and CSE 3 (max of 20 groups per session)

Check email for session.

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Floor plan

We will use two areas in the EV lobby. 24 places or less will be made available. This is more than what we actually need but that will give some flexibility for group placement and setup. Each team's place will be identified with a number placed on top of the poster board. A large floor plan and a full list of projects will be displayed at each access point to the presentation.

Coordination between departments must be done in order to avoid conflict.

MIE and BCEE

ECE and CSE

Tables are 30 inches deep by 60 inches long. 10 tables will be placed in a semi-circle in the area in front of the guards' front desk. A number of the tables will be placed along the Guy Street windows and a few will be placed under the stairs that lead to the EV 2nd floor. Behind each table a poster board will be provided of dimensions 4 feet by 6 feet.

I will leave it to the department to define group assignment. The list must be made available and published on the day of the event in order for students to know where to setup and also for visitor information.

Available services

1 power plug

Wireless network - This service is provided by IITS, please review the information located at ... http://rorschach.concordia.ca/neg/remote_access/wireless/

Available equipment

LCD monitors can be made available, upon request in advance.

Other resource issues:

For computer systems with special applications not available in the ENCS labs, these should be brought on site at the appropriate session by the students or the department. Any special equipment such as test equipment or instrumentation, etc. must be provided by the respective departments. Delivery, installation and equipment return must be handled by the students or departmental staff (technicians, etc.)

Delivery of material between Hall and EV must be coordinated with Distribution Services by the department.

Any AV equipment required will have to be made with IITS. Each department is responsible for the needs of their students.

Room EV 002.260 has been made available to store equipment from March 31st until April 3rd 10 AM.

Plotting resources:

Students may use the plotter to generate their posters. Additional information is available at

http://www.encs.concordia.ca/helpdesk/resource/capstone_490.html