

Poster Presentation Logistics

MASONIC CANCER CENTER TRAINEE SYMPOSIUM



Before the Trainee Symposium

EVENT REGISTRATION

All presenters must [register](#) as an attendee of the [MCC Trainee Symposium](#) by November 14, 2025. Please register early.

PREPARE YOUR POSTER

You are responsible for preparing and printing your poster. There are two formatting options for printing your poster:

1. You can use up to four 8 ½ x 11 pages to create your poster. We recommend using an easily readable font size and landscape orientation. Suggested information layout is to have a Hypothesis and Approach page, two Data pages, and one Conclusions and Next Steps page.
2. You can print one large poster. Posters can be displayed vertically or horizontally, but should not exceed 46" in either dimension. 44" is recommended to fit on the poster board without hanging off the edge. **Please do not deviate from the provided sizes.** There is limited poster board space available, and these size limitations are set to ensure that you do not impose on your neighbor's space.
 - a. You may use the [linked template](#) if you would like, but are not required to use it.
 - b. You are responsible for paying for your own poster.

All posters must be presented in person, no virtual option is available. If you are not able to present your poster, another member of your team is welcome to present it.

The event staff is not responsible for printing or delivering your poster - you must bring your poster with you on the day of the event.

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PRINTING YOUR POSTER

The [Computer Lab in B60 Coffman](#) has large scale printers available (\$4.50 per sq ft). It is highly recommended that you print your poster at least a day in advance to avoid long lines and possible equipment issues.

Note: printing anywhere other than Coffman B60 (e.g. printing services, kinkos) will likely cost more.

During the Symposium

PRESENTATION TIME

The poster session is scheduled for 12:30 PM - 1:30 PM in the atrium of the Cancer and Cardiovascular Research Building. Please review the [Poster Session Assignments](#) document here to review the assigned location of your poster session.

POSTER SET-UP

Our event team can assist in hanging your poster for you. Please bring your poster with you on the day of the event and hand it off to the registration team.

To locate your poster during your assigned poster session, refer to the [Poster Session Assignments](#) document. After the conclusion of the event, please remove your poster and bring it with you. Any posters unclaimed by the end of the event may be discarded.

Photos will be taken during poster presentations. Please advise the photographers if you prefer not to be photographed. If you have any questions on the event day, please contact staff at the registration desk just inside the main entrance.

Resources

The [MCC Trainee Symposium](#) website has an abundance of information including the agenda and registration details. Use the website or reach out to the team at mccet@umn.edu for help.