

## IAC 2018 – Student Check List

<https://engineering.purdue.edu/Herrick/information/StudentResources>

Wed. 9/26		Quad Charts due. Submitted as a PDF with the file name format of LastName_FirstName_QC2018.pdf. Submit quad charts at: <a href="https://purdue.ca1.qualtrics.com/jfe/form/SV_0j6UpFCyLyhBzQp">https://purdue.ca1.qualtrics.com/jfe/form/SV_0j6UpFCyLyhBzQp</a> First year students not required to submit quad chart/poster.
Mon. 10/1		First draft of poster to discuss with advisors - Poster template at <a href="https://engineering.purdue.edu/Herrick/information/StudentResources">https://engineering.purdue.edu/Herrick/information/StudentResources</a> ****Follow details under "IAC_Poster Template Guidelines" carefully to ensure good results when your poster is printed. You can print it at Kinko's, but you will be responsible for making your own arrangements.
Friday 10/5	10:30-11:30	Lab clean-up leaders meet with Bob Brown, Prof. Davies and Charlie Baxter in Eisele conf. room #2061
Mon.-Wed. 10/8-10		Final poster review with your advisor(s) and resulting update of poster content, if needed.
Wed. 10/10		(1) <b>FINAL</b> date for poster .pdf files to be submitted at: <a href="https://purdue.ca1.qualtrics.com/jfe/form/SV_3TQLoBUm532hn">https://purdue.ca1.qualtrics.com/jfe/form/SV_3TQLoBUm532hn</a> (Can be done earlier, if your advisor has approved the poster.) <b>Re-read poster instructions at <a href="https://engineering.purdue.edu/Herrick/information/StudentResources">https://engineering.purdue.edu/Herrick/information/StudentResources</a></b> before sending the .pdf file to make sure that you have followed all the instructions on picture format, etc. * Note fonts, particularly in equations, since it can be a problem. (2) You will be assigned to certain areas in either building for the presentations
Mon.-Fri. 10/8-12		SHOP CLOSED ALL WEEK FOR CLEANING. NO TECHNICIAN AVAILABLE
Thurs/Fri 10/18-19		Clean Eisele conf. room carpet, hallways and open spaces in new and old building (janitorial staff).
Fri. 10/19		<b>Last day to indicate you will be present at the IAC luncheon. If you have a class and would like us to reserve a lunch for you, let us know.</b>
Fri., 10/19		<b>ALL Students clean their desks</b>
Mon. 10/22	8-noon	<b>LAB clean-up (new and old buildings). Everyone is assigned to a part of the laboratory, work around lectures. Check in with students in charge of each wing.</b>
Mon. 10/22	11:00 am	Donuts, etc. in interactive area outside Eisele conference room, #2061 and entrance to acoustics wing in original building.
Mon., 10/22	1-2 pm	Tour guides meet in Eisele Conf. Room with Prof. Davies, Prof. Gibert, and Allison Murray
Mon. 10/22	1-5 pm	Remaining clean-up tasks
Tues., 10/23	am	Final clean-up tasks
Tuesday 10/23	pm	(1) Hang poster (mobile display boards or easels) by tour guides. (2) Check on your IAC lunch assignment in the main office. If you want to change seating assignment, you will need to negotiate an exchange with a person in the group you want to have lunch with.
Tuesday 10/23		All speakers practice their 3-minute poster presentation with fellow students.
Wed., 10/24 - Thurs., 10/25	noon-5:30 7:30-12:00	Center for High Performance Buildings Members' Meeting in Eisele conference room, #2061
Thurs, 10/25 - Fri., 10/26	1:30-6:00 7:30-6:00	Industrial Advisory Committee Meeting including Student Poster show and lunch on Friday (more info below)
Friday 10/26	8:15-11:30 am	Be standing at your poster. <b>Dress Code:</b> Business or Business Casual, e.g., shirts with collars, long pants, pants/dresses, suits, (ties and jackets optional), but NO jeans or shorts. <b>First two hours (8:15-10:15): Posters, 1 run-through and extra time for questions. Break from 10:15-10:30. Third Hour (10:30-11:30): Open walk-through by IAC members - be by your posters.</b>
Friday 10/26	11:30-1:00	Lunch with IAC members.
Friday 10/26	1 pm	Help with clean-up from lunch and stacking of tables and chairs.
Friday 10/26	2:30-4:00	First year student breakout session with IAC members
Friday 10/26	2:30-4:00	Graduating students breakout session with IAC members