

Running Sheet

Friday 21st October

- Last day to submit a poster for printing at the Anatomy & Cell Biology printing centre.
- Last day you can use the project lab

Monday 24th October

- Project lab is closed
- Lab computers are being tagged and boxed for move to Wilson Hall

Tuesday 25th October

- Prepare exhibit, set up and test PCs and other equipment in Wilson Hall, 2pm to 8pm.
- If you bring your own PCs and require network access, please ensure that DHCP is enabled.
- It is OK to leave your equipment in Wilson Hall overnight. Extra security personal will be on patrol that night.

Wednesday 26th October

- 8:00am** - Wilson Hall opens to all project students.
- 9:30am** - All team members are to be in Wilson Hall.
- 10:00am** - Exhibition opens to the public.
- 4:00pm** - Exhibition closes to the public.
- 5:00pm** - Dinner at INU bar (1st floor, Union House). Courtesy of IEE and IEEE student branch.
- 6:30pm** - Be back at Wilson Hall.
- 7:00pm** - Industry night begins with project viewing of industry guests and judges.
- 8:00pm** - Guest speaker and presentation of prizes.
- 8:45pm** - Final viewing of exhibition.
- 9:15pm** - Begin to pack up displays.

Monday 31st October

4:00pm - Final project report DUE. Submit **two** copies of your report to the general office. The final written report is worth 20%. You must also submit your yellow log book.

For one or two person projects the report should not exceed 50 pages excluding appendices. For groups of three or more the report should not exceed 75 pages excluding appendices. In both cases the report should include an abstract, a one-page list of the main contributions and achievements, an introduction, a main body, conclusions, references and appendices (if necessary). The report should use 12-point font, 1.5 spacing, and be single-column, with 2 cm margins on all sides. All reference material should be properly referenced - see e.g. IEEE Transactions for an appropriate style.

Endeavour Booth Information

- Booths are 2.4m high and 2m wide. Tables are 1.5m wide. Chairs will not be supplied.
- Do not use pins in your booth. You will be supplied with Velcro dots to affix your poster/s.
- Please take special care of your equipment you use during the day. Always keep a close eye on your displays as well as those around you to ensure that nothing is damaged or stolen.
- Unless you are in a one person team, there must be at least one person at your booth at ALL times.