



2017 Endeavour Program Key Dates & Important Information

Semester Week	Item	Deadline
WEEK 3	<p>Registration Closes</p> <p>If you are undertaking a subject where participation in the Endeavour Program is compulsory, please ensure you register online here. For subjects that are not Endeavour compulsory, project groups are still welcome to participate and register online.</p>	Friday 11 August, 5pm
WEEK 7	<p>IT Requirements Due</p> <p>Your project group will need to confirm your IT requirements by the end of week 7. It is of utmost importance that any changes from your registration form is communicated via email to endeavour-mse@unimelb.edu.au by Friday 8 September at the latest, otherwise you will be allocated items based on your registration form.</p> <p>Below is a list of software programs available for hired laptops only. Please note: To ensure ease of your presentation at the exhibition, it is advised your group should reduce reliance on these software programs and record your product demos so that they're playable under any media player.</p> <p>List of software available only for hired laptops:</p> <ul style="list-style-type: none"> ● Windows 7 64 bit ● MS Office 2010 ● MS Visual Studio 2012 ● MS Project 2010 ● MS Visio 2010 ● National Instruments LabView 2013 32bit ● Python 27 	Friday 8 September, 5pm



	<ul style="list-style-type: none"> ● Python 32 ● VLC Media Player ● iTunes ● PuTTY ● Google Chrome ● Mozilla Firefox 	
WEEK 7	<p>Program Booklet Content Due</p> <p>Your project group will need to confirm your project name and description that will be included in this year's Endeavour Program Booklet by week 6. The details submitted in your registration form will be information that will be included in the program booklet. If there are any changes, please email endeavour-mse@unimelb.edu.au</p>	Friday 8 September, 5pm
WEEK 7	<p>Risk Assessment Due</p> <p>Your project group team leader will need to upload the risk assessment form onto dropbox here (create a folder and name it your project group ID number). This form will be reviewed by the Endeavour Project Management Team, who will be in contact with your project group leader for further consultation if required. Please clearly name this file in the following format: <i>Project ID_Risk Assessment Form</i></p>	Friday 8 September, 5pm
WEEK 7	<p>Photoshoot (Location – Old Quad South Side [steps leading out to South Lawn]) Tuesday 5/Wednesday 6/Thursday 7 September</p> <p>Your project group will be scheduled to attend a photoshoot during week 7. All group members must be present as this photo will be used as part of your project group's profile in the Endeavour Program Booklet.</p> <p>Time: Your scheduled time will be confirmed via email to your project group leader. Dress code: Business attire, i.e. suits for gentlemen, blazer and skirt/pants for the ladies.</p>	



WEEK 9	<p>Awards Application closes</p> <p>Your project group will have the opportunity to apply for Industry awards, as well as Departmental awards, where the winners will be announced at the Endeavour Industry and Awards Night (evening of Thursday 19 October). Further details will be released after registration closes.</p>	Wednesday 20 September, 5pm
MID-SEMESTER BREAK	<p>Endeavour Poster Design Due (refer to checklist below)</p> <ul style="list-style-type: none"> • The Endeavour Project team will print your project posters as long as they are submitted by Friday 19 September, COB (5pm). • Your project group team leader will need to upload a PDF version of your poster onto dropbox here (please upload into the folder your created for your project group). • Please clearly name this file in the following format: <i>Project ID_Final Project Poster</i> 	Friday 29 September, 5pm
WEEK 12	<p>Event Week Monday 16 October to Friday 20 October</p> <p>During this week, your team will need to attend the below listed sessions. Your project group's team leader will receive all details via email prior to week 12. It is important that at least one member in your group attends the below, but ideally the whole group would be best.</p> <ul style="list-style-type: none"> • Walk through – Tuesday 17 October • Bump in – Wednesday 18 October • Bump out – Thursday 19 (evening) & Friday 20 October 	



Endeavour Poster Design Checklist

Size	A0 (84.1cm x 118.9cm)
PDF requirements	<ul style="list-style-type: none"> • Checked that the file is the right size and images are not compressed. • Check the graphics quality – do the graphics and photos look grainy or pixelated? Use images that are at least 300 dots per inch.
Requirements	<p>Have you checked with your course coordinator whether the poster is an assessable component of your course?</p> <p>Have you checked what the requirements and marking criteria is concerning your poster?</p>
Content	<ul style="list-style-type: none"> • Project group ID • Student names • Supervisor name • Project title • Logo (if applicable) • Avoid disclosing confidential information or intellectual property on the posters. • Clear narrative flow • Large images/charts • Large font to enable ease of reading (can be read from 2-3 metres away)
Format	<ul style="list-style-type: none"> • Can either be portrait or landscape • There is a white border around the edge of your poster (check printing margins).