

- **Friday 10th May** - Priority is to get all frames assembled correctly and the tables positioned. Remove rubbish & start fitting your boards. Velcro and Cable ties available. (& Saturday if needed).
- **Monday 13th May** - Finish fitting boards, Assemble (CW3) Development Pack, (CW4) Models, and PC's loaded & operational for those going 3D CAD & 2 copies of (CW2) Printed Reports. On your table by 4:00 pm (Doors will be locked).

The physical copies of Major Project DRC_CW3 & CW4 will be Marked/Assessed and digital copies will be used as reference. Those who are doing CAD submissions benefit by supplying the CAD files as proof of development if it's not all present in your printed portfolio. A PC will be set up with Folders as shown below:

MP_CW3 (development files), **MP_CW4** (copy of your presentation board) Deadline 4:00 Mon 13.05.19

Prof Prom **PP_CW2** (Digital folio) Deadline 12:30 Mon 20.05.19

Again deadline is 4:00 pm - aim to be loaded up and signed for before 4:00 pm. i.e. don't all turn up at 4:00 cos that's when the door will be locked.

- **Note:** Do not place Monitors, Cintiq's or Models on your table until your board is secured/fixed firmly.
- Please keep any experimental/development work (sketch models) under your allocated table until needed.
- Product Design will be exhibiting in the Reading Room and their development work AC3 will be placed in their studio spaces on the right for assessment – so is out of bounds from 4:00 pm Mon 13th just like yours. Do not move any hardware into there unless I've negotiated it with the PD team.
- Do not place any rubbish in the corridors either outside your studio or outside the workshops down stairs. Take all packing materials/rubbish to the designated area at the back of the workshops.
- Those showing in the corridor, please use the trestle tables and place folios on the trestle frames. Hang your boards on the cables. If you need to use a ladder see staff for assistance & make sure someone holds the ladder.

Good luck

Paul