

Instructions to ILE II students

ILE Poster, Presentation, Final Product, Final Report, Response Letter and Competency Attainment Reflection

A- Steps to submit your poster:

Step 1: Save your poster in PDF format as follows: ILE poster_Name and Family Name of student. Ex: ILE poster_Nida Helou. This is very important please to avoid confusing the jury members.

Step 2: Click on the icon titled “**ILE II Submissions**” on the [PHEO student portal](#)

Step 3: Click on the subfolder titled “**ILE II final Posters**” and upload your poster in the subfolder (Please refer to the schedule to know the date and slot of your presentation). **NO NEED TO SHARE THE POSTER AFTER UPLOAD.**

Deadline to upload your poster: 8pm on Sunday May 14. Any delayed poster will not be assessed.

B- For the presentation, please take note of the following:

- It is recommended that all students attend all presentations on May 16, 17 and 18. Dean Sibai will join us at the end of day on Thursday to say a few words to you. Please make sure to be there!
- There will be a certificate for the best poster presentation for AY2022-23 announced at the end of the 3 days.
- Please stick to the 10 minutes of presentations. While presenting, your poster will be displayed behind you on the LCD screen

C- Steps to submit Response Letter, ILE Final Product, Final Report and Competency Attainment Reflection:

Step 1: Click on the icon titled “**ILE II Final Submission**” on the PHEO portal and upload your Response Letter, ILE Final Report and Product and Competency Attainment Reflection in the subfolder under your name as follows (adding the numbers before each deliverable):

- 1. Response Letter (following the format as shared in word document by ILE administrator)
- 2. ILE Final Product
- 3. ILE Final Report
- 4. Competency attainment reflection (following the format as shared in word document by ILE administrator)

Step 2: Click on the three dots next to each of the files you uploaded

Step 3: Click on “Share”

Step 4: Share the files with your ILE advisor and ILE administrator

This step notifies the faculty members that you have submitted your deliverables so ILE advisor can access, assess and grade.

Good luck!