



Department of Psychology

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## Poster Printer Request Form

Requester Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Select the reason for the printing request (check all that apply):

- ☐ PSYC Undergraduate Research Fair
- ☐ NEUR Undergraduate Research Fair
- ☐ Maryland Undergraduate Research Fair
- ☐ Welcome to PSYC Day
- ☐ PSYC Course Presentation, please list course number & instructor \_\_\_\_\_
- ☐ Conference Travel, list conference name: \_\_\_\_\_
- ☐ Other (please list) \_\_\_\_\_

### Poster Printing Guidelines

#### Submission:

- Please allow 3 business days for your request to be completed. **PSYC events and conferences where bulk requests will be submitted must be communicated to the Front Desk prior to informing the students and require submission one week prior to event date. Posters that do not meet this deadline are not guaranteed to be printed.**
- Poster request form and poster file should be provided to the department on a USB drive OR submitted via BOX link: [Psychology Poster Printing Requests](#)

#### Formatting & Naming:

- Posters must be submitted with **white backgrounds**. We cannot print posters that are formatted with solid background colors. Please ensure that no more than 30% of your poster is solid color.
- Acceptable print languages include JPEG and TIFF. **We cannot print from a PDF or PPTX file.**
- Please use the following file-naming standard: **lastname\_firstname\_eventname**
- Set poster size to 36-in W x (up to) 50-in L as the poster will auto size to print with these dimensions. Paper has a matte finish.
- Posters will be secured with a rubber band unless a poster tube is provided.
- Please ensure that your poster is free of errors before submitting as we won't be able to print duplicate posters.

You will receive an email when your poster is ready to be picked up. The poster can be picked up at the front desk during our office hours from Monday through Friday, excluding holidays, 8:00am to 4:30pm in room BPS 1121.

Notified poster is available for pick-up on \_\_\_\_\_ by \_\_\_\_\_.

Poster Picked up by: \_\_\_\_\_ Date: \_\_\_\_\_