POSTER PRINTER SERVICES GUIDELINES FOR STUDENTS AND FACULTY IN THE PSYCHOLOGY DEPARTMENT

(Effective September, 2012)

1. Posters will be made at no cost for **students for class presentations, conference/professional meeting presentations, or student symposium/capstone events.** (Funds from the student fee budget will be used to cover the cost of these posters.) Posters for students for other purposes or for faculty for any reason will be made at a cost of $45.00 each. Large posters (exceeding 41x56 inches) will be made at a cost of $90.00 each. (NOTE: Posters that need to remade for students and faculty will be made at no cost only if the error was our fault. If the error was the student's or the faculty member's fault or the student or faculty member changed his/her mind, there will be a $45 charge to have the poster remade.)

2. Posters will be printed on weekdays when school is in session; not on weekends or during school holidays. All printing is by appointment only.

3. One week (**5 work days**) of notice is required.

4. Posters will be accepted in either PowerPoint or Adobe Acrobat (.pdf) formats **ONLY.**

5. **Poster width or height must be no larger than 41 inches.** The maximum poster size available is 41 x 96 or 96 x 41 (4x8 maximum poster size). Size can be managed in PowerPoint 97-2003 by going to File – Page Setup. Size can be managed in PowerPoint 2007 by going to the Design Tab – Page Setup.

1. No more than two colors may be used with the exclusion of photos, graphs, and text. Please avoid dark backgrounds because this uses too much ink.

2. The information required should be emailed to experimentrak@uco.edu

3. Poster printing requests should include all of the listed information below and an attachment containing the poster file. Students and faculty are responsible for returning to pick up their posters on the date provided in the email. Students and faculty must also provide a check for the correct amount made out to the Psychology Department.

Email required information to experimentrak@uco.edu

Name of Person Requesting Poster: _____Department: __Psychology__

Contact Information:_____ Poster size (s): _____
(Email) (must match what is on the flash drive)

How Will Poster Be Used?_____

Date Emailed to experimentrak@uco.edu: _____ Date Needed: _____

Student's Faculty Member _____