



2019 Research Days Poster Printing Instructions

Research Days will be held on March 28 & 29, 2019 in Casterter Hall.

Poster-printing hours for 2019 Research Days will be held on March 24th & 25th. Jenna McCullough (mcculloughj@unm.edu) and Heather Mercer (mercerh@unm.edu) will be the contacts for all printing needs.

Instructions for printing are below.

** March 24th–25th are reserved for Research Day poster printing. **No one else will be able to use the graduate poster printer on those days.**

** There is a limit of one poster per student. Additional posters will be subject to a \$15 fee.

** Poster Dimensions **MUST NOT EXCEED 36 inches x 42 inches.** **

** Posters must be **hung by 5 p.m., Wednesday, March 27, 2019**, or they risk not being judged. **

Posters will be printed in **Casterter Hall Room 40** (the Graduate Student Computer Pod in the basement level of Casterter Hall near the undergraduate core labs).

How to Get your Poster Printed:

1. Create your poster. Format your **poster size no larger than 36" x 42"** (in newer versions of PowerPoint, you can use Slide Size under the Design tab).
2. Submit your finalized poster **in PDF format** along with your **desired poster dimensions**. PDFs and dimensions need to be emailed to Heather Mercer (mercerh@unm.edu) by **8:00 in the morning on Friday, March 22th at the very latest**. File names need to include the presenter's last name.
3. You will receive a confirmation email verifying that we have your file and all necessary information.
4. Posters will be printed on Sunday, March 24th and Monday, March 25th.
5. **Posters will be available for pickup from 9 a.m.–5 p.m. on Tuesday, March 26th**. Earlier pickup may be possible if you submit your poster early. Please contact Heather Mercer (mercerh@unm.edu) or Jenna McCullough (mcculloughj@unm.edu) for specifics.

Tips for Successful Printing!

- **FINISH EDITING**, and double, triple, quadruple check your poster for mistakes **BEFORE** you send it to be printed. Have your poster **formatted properly, spellchecked and ready to go** (*it will help you visualize it if you first print it out on letter-size paper as you prepare it*). If you find a mistake after sending your poster file, we may not be able to print the corrected poster.
- Make sure your figures, photos, etc. are high resolution. Low-resolution images may appear pixelated when printed poster size.
- **SUBMIT YOUR POSTER FILE ON TIME!** On time means early. Late submissions might not be printed.
- If you are in need of special accommodations (e.g., earlier printing or pick-up), contact us **EARLY**, and we will try to accommodate your needs.
- If you have questions or concerns, please feel free to email Jenna McCullough (mcculloughj@unm.edu) or Heather Mercer (mercerh@unm.edu). The earlier, the better!

Some online resources for help with creating and designing academic posters:

- <http://colinpurrington.com/tips/poster-design>
 - <http://guides.nyu.edu/posters>
 - <https://www.stir.ac.uk/media/schools/is/documents/CreatingAcademicPostersUsingPowerPoint.pdf>
 - and many others
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