

Printing Request—Poster Session

Submit NLT noon, Wednesday, 9 April

Name [print clearly] _____

Faculty Advisor [print clearly] _____ Date: _____

Department _____

Phone _____ email _____

Requirements for printing

Format: PowerPoint

Max size 56" X 36" (Landscape)--A0 (118.90 cm by 84.10 cm) format works nicely for the Physics printer. For the Geology Printer 54" X 40" is optimal max.

PC compatible media: Bring poster data on a CD or a usb flash drive.

NO LATER THAN noon, Wednesday, 9 April, bring the Disk to either Chris True or Kat Holtz (SciC 105a), in Physics , or Bob Nusbaum (340B SciC) in Geology. Presenters unable to meet this deadline are responsible for their own printing, at their own expense, at the Library, or Kinkos for example.

Posters take about 20 minutes to print. The amount of time it takes for your poster to come out of the printer depends greatly on how many people are ahead of you.!

If you want your poster printed on the Physics Department printer, you must be checked out on how to use the computer and printer first. If your poster needs reprinting due to a problem with the provided file, a new form will be required since that will be considered a second print job.

Required before printing:

I have reviewed the poster layout by loading the file in PowerPoint and approve it to be submitted for printing.

Signature, Faculty Advisor

Received by

Name: _____

Date: _____ Time: _____