

Engineering Workstation Lab Policies Concerning Research Day 2018 Poster Printing

- As we will receive a large number of posters to print and each poster requires at least **15 minutes** and often longer to print, you must
- **CHECK your poster thoroughly before submitting it for printing** as only **ONE** print of any poster will be printed regardless of the number of authors.
- **No reprints will be provided due to author errors, change of content or omission.**
- You must use a WHITE background to reduce ink usage and speed the printing process. This is also requested on the contest web site (<https://www.tntech.edu/research/research-day/research-day-requirements>).
- This facility will print posters with TTU logos described on these links only: The new university logo at <https://www.tntech.edu/marketingtoolkit/logo>. Be aware that the logos on the latter web page are low-resolution examples and will not look good if cut and pasted onto your poster; they are there only for reference. The templates mentioned below have high-resolution logos.
- Templates and instructions on how to construct a poster are available at <http://www.cae.tntech.edu/Members/renfro/posters>.
- Microsoft PowerPoint and Adobe PDF are the only formats accepted by this facility for the poster contest. The maximum size of a poster for this contest is
- 36" x 48" per the requirements listed on the contest web site mentioned above. This facility will not print a larger size for this contest.
- Bring your completed poster file (both a PDF and PowerPoint file if possible) IN PERSON to Clement 405 during Open Access hours which are posted on the bulletin board outside the room. Emailed poster files will NOT be processed. If you have questions about these instructions, ask the HelpDesk worker there for assistance. HelpDesk will NOT help you design your poster. You may email Carolyn Renfro at sw-crenfro@tntech.edu as necessary.
- Posters will be printed in the order they are received. Significant delays may occur if many posters are received around the same time. If you are told the wait will be long, you will be emailed at your TTU email address when your poster is done and you can pick it up during normal Open Access Lab hours which are posted outside Clement 405.
- **In general, NO poster files will be accepted for printing after 3 p.m., Friday, April 6 at this facility due to anticipated backlog.** If the deadline is extended, updated information will be posted on the bulletin board outside Clement 405. It is the responsibility of the author to check this location.
- You will give the student HelpDesk worker in Clement 405 the information requested on the log sheet at the time of submission. You must initial the last field on the log sheet only **after** you receive your printed poster.
- Other facilities with wide-carriage printing capabilities (all of these facilities will charge you for prints):
 - Printing Services in the University Center on the ground floor (Email: printingservices@tntech.edu, 372-3212)
 - Diversified Graphic Services at 64 E. 1st Street (check with them for size restrictions)
 - Express Signs on Interstate Drive next to Chili's
 - OfficeMax on Jefferson Avenue (check with them for size restrictions)
 - Staples at Jackson and Willow (check with them for size restrictions)
 - Trademark Printing at 502A W. Spring