



Department of Psychology

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 should be provided to the department on a USB drive OR submit 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 be mindful of the use of color in textboxes when formatting your poster.
- 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_poster title
- 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.

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.

Office Notes:

Notified poster is available for pick-up on _____ by _____.

Poster Picked up by: _____ Date: _____