

Poster Printing Instructions

The College of Health and Human Sciences will print posters for students who are first author on a poster presentation, provided the guidelines below are followed:

FORMATTING

- Posters **cannot** exceed 36" tall x 48" wide
- When laying out your poster, leave a minimum of ½" white border along all four edges
- Posters should not include large areas of dark colors
- Students are responsible for preparing a poster with sufficient graphic quality and image quality to meet their expectations
- Students are responsible for proofreading their posters prior to submitting it for printing
- Students must receive approval of the final poster file from their faculty mentor before submitting it to the Dean's Office for printing (daramos@ksu.edu)
- Students must provide a PDF file of the poster at full scale.
- This website provides useful information on best practices for composing and preparing academic posters:
<https://www.liverpool.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf>

Please note: The College will only print your poster **ONE** time. Therefore, check it carefully before submitting it for printing.

SUBMITTING

- After you have reviewed your poster AND received final approval from your faculty mentor, submit the full scale PDF file to daramos@ksu.edu
- Your poster must be received at least 10 business days before it is needed to allow time for print scheduling
- Once the poster has been printed, an email will be sent to the person who submitted the poster for printing
- Posters can be picked up at the front desk in the Dean's Office (Justin 119)