

Research Day Poster Instructions & Order Form



Poster Preparation Instructions

1. Download and complete poster template from WMed intranet:
 - Browse > Departments > Research > Research Day > Poster Presentation Information
 - Only approved templates will be accepted.
 - Do not use any other templates found on the shared drive or online. They will not be accepted.
2. Do not alter the logo size, placement or colors.
3. Save file for printing as follows:
 - File > Save As
 - Save As Type > Select PDF (.pdf)
 - Include Author last name and a portion of the abstract title in the file name.
 - **NOTE:** FASTSIGNS is not responsible for errors due to incorrect file types.
4. Complete the order form below and email to 335@fastsigns.com along with an approved WMed purchase order.

Order Form

All posters using this order form will be printed by FASTSIGNS and must be emailed to 335@fastsigns.com.

The standard size is 3.5' x 5.25' (43" tall x 63" wide) and the cost is \$95 each.

All posters needed for Research Day 2017 (May 2, 2017), must be received by **5:00 p.m. on Monday, April 24**. Any poster submitted after the deadline will be subject to an additional \$25 rush fee to be paid by the individual NOT WMed.

Name: _____ PO Number: _____
Department: _____ # of Posters: _____
Phone Number: _____

Poster File Names:

1. _____
2. _____
3. _____
4. _____
5. _____