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| **Poster Preparation Instructions** |

1. Download and complete poster template from WMed webpage at the hyperlink below:
	* [Research Day Website](http://med.wmich.edu/node/287)
	* Templates provided are suggested templates. You may draft a poster outside of these templates.
2. Please do not alter the size or color of the logo on the suggested templates if you **ARE** WMed affiliated (this is to ensure proper printing). If you **ARE NOT** WMed affiliated you may use the templates as a baseline and exclude the WMed logo.
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**: Kal-Blue is not responsible for errors due to incorrect file types.
4. For those who are WMed-affiliated, please complete the information below and email to researchday@med.wmich.edu by **noon on Monday, April 1st, 2019.** For those who are not WMed-affiliated this step is **NOT** required as you are able to choose your own printer. Please be sure to provide the printing company enough time to complete the work.
	* Please Note: purchase orders are no longer required to be completed by the authors, this will be taken care of by the Research Day Event Coordinator.

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| **Contact Information** |

The standard size is 3.5’ x 5.25’ (43” tall x 63” wide).

All posters needed for Research Day 2019 (April 17, 2019), must be received by **noon on Monday, April 1st**. Any poster submitted after the deadline will potentially receive a late fee that is NOT reimbursed by the school.

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| Name: |  |
| Department: |  |
| Email: |  |
| Phone Number: |  |
| Number of Posters Presenting: |  |