Information Technology will provide students who are presenting at the SUSRC with the opportunity to print their posters prior to the conference. Please see the IT website for times and openings. https://su-support.atlassian.net/wiki/spaces/TSC/pages/73827536/Student+and +faculty+poster+printing+hours+and+information

SUSRC Poster Printing Instructions
SUSRC Poster Dimensions – 36" height x 48" width. It is recommended that students design their posters in PowerPoint, and then, depending on the printing options provided under procedures, save the file for printing in the appropriate format.

1. Prepare the poster in PowerPoint. The dimensions of the poster should be set within the file (36" height x 48" width). Students are encouraged to review the templates and guides available on the website above or work with their faculty advisor in the design of their poster.

2. Verify that the poster has been proofed for typographical, spelling, grammatical and other errors. Reprints due to presenter error will be charged to the student, payable by GullCard at $2/square foot ($24).

Printing Options

Option 1: Students can print posters in TE 352 according to information on the website at the top of the page. Appointments are required for printing, students can print during the times listed on the website. Saturday appointments will only be available if additional time slots are required.

1. Save the poster as a PDF file.

2. Bring the poster to the TE 352 with a memory stick and a poster tube if you have one for protection.

3. All posters will be printed on a first-come, first-serve basis.

4. Students must be present during the print to approve a preview prior to printing.

5. Printing takes 20 - 30 minutes (sometimes longer), so be prepared and give yourself enough time.

Option 2: Faculty can accompany students to print posters in-person in the Faculty Development Studio in the Academic Commons room 221 (AC 221). Faculty should contact the ID&D office prior to arrival to ensure that assistance is available.

1. Have access to the poster file on a memory stick or via your SU username and password. The file can be printed from the original PowerPoint format.

2. Accompanied by your faculty advisor, arrive at AC 221 for printing. You will log in and assistance will be provided to print the poster. Bring a poster tube if you have one for protection.

3. Printing takes anywhere from 10 – 20 minutes depending on the design of the poster (sometimes longer), so give yourself enough time.

**Assistance with poster printing is not available the day of the conference, unless in emergency situations.