2024 Undergraduate Research Forum @ Alfred University
STUDENT POSTER PRINTING INFORMATION (PPI) FORM

In order to print your poster, <u>you must do the following:</u>

1. Sign up for a time to print using Bookings on the URF website (Available April 1):
   https://outlook.office365.com/owa/calendar/URF2024PosterPrinting@alfred.edu/bookings/

2. Times will be available for Friday April 12, Monday April 15, Tuesday April 17, and Wednesday April 17. If you want to print earlier than April 12, simply email Nicole at munkwitz@alfred.edu.

3. Email the completed PPI form and your poster BEFORE your scheduled appointment to Nicole (munkwitz@alfred.edu).

4. Bring payment (if not covered) with you when you come to print. See below.

Information About Your Poster

1. What is your name, email, and the division sponsoring your research?

2. What will the printed dimensions of your poster be? (See <u>Printing Details</u> below.)

3. If a division (or grant program) is paying, what account number may the printing costs be charged to? *Y*ou must have an account number or payment in order to print!

   _____ (fund) – _____ (org) – 7161 (acct) – _____ (prog)

Printing Details

Posters must be in either PowerPoint (.ppt or .pptx) or PDF format. You will have an opportunity to review your poster prior to printing.

Pricing is calculated by linear foot. The charge for poster printing on regular (coated bond) paper is $5/ft while glossy photo paper is $6/ft. **Maximum size of a poster is 36 x 48**, preferred size is 32 x 36.

Coated paper will have a white margin of 1/4 inch, if you would like a margin on the glossy paper, please make a note of it, otherwise it is printed with no margin. Posters must have one dimension (width or height) **equal to 36 inches**. The workstation used for poster printing is a PC running Windows 10 and Microsoft Office.

Poster printing takes place in room 212 in the Science Center. Please be here at the beginning of your allotted printing time slot.

You can take your poster immediately after printing or store it in SC 212 for pickup (by you) on Thursday, April 18 between 11am and 12:50pm.

OFFICE USE ONLY
Division: _____ Total Invoice Amount: _____ linear feet **x** $5 or $6 per foot **=** $_____