<u>Poster Printing Guidelines</u>:
- Print requests must be submitted at least 48-hours in advance of deadlines.
- The Poster Request form must be fully completed and will require the signature of a faculty advisor.
- **<u>Proofread your slide carefully before sending to printer</u>** – **Only FINAL VERSIONS will be printed. If you notice a mistake *after* poster is printed, a reprint fee of $50 will be charged.**
- Bring your file on a CD or flash drive to room 101A THM or email to seth.taylor@uky.edu
- Poster Dimensions: Our poster paper is 36 inches wide. One dimension of your poster must be 36 inches or less. Maximum size 36" x 72". NO COLOR backgrounds please.
- NOTE: Past experience has shown that posters created using PowerPoint often have problems that are not evident until printed. To avoid this, save your document as a PDF in Adobe Acrobat
- Each student may make up to 1 poster per semester for a presentation given at a conference. Additional Posters can be printed but will be charged to the lab. ($50).

Date submitted: _____   Date of Conference: _____

Name: _____

Class or Lab: _____

Email Address: _____

Phone Number: _____

Name of faculty member you
are working on this project with: _____

Faculty signature: _____

Name/Location of conference where you are presenting research poster and representing

the University of Kentucky: _____

Additional Information/Notes: