

**Poster Printing Guidelines:**

- Print *request appointments* 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.
- Bring your file on a CD or flash drive to room 201 THM. Proofread it carefully - Final Drafts only will be printed.
- 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.
- Each student may make up to 1 poster per semester for a classroom assignment.

Date submitted: \_\_\_\_\_

Date of Conference: \_\_\_\_\_

Present for Printing: Yes ☐ No ☐

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:

Staff member printing poster initials: \_\_\_\_\_