

Student Symposium Poster Printing

Center for Undergraduate Research (CUGR) and UMaine Printing and Mailing Services have come together again this year to assist students in the printing of research posters for the Student Symposium. CUGR provides the students with a PowerPoint template. Printing and Mailing Services will need you to provide your finished files in two versions: the PowerPoint (minus the printer marks and dotted outline) and a pdf made directly from this PowerPoint file.

Here are some helpful hints to save you, the student, time and money:

- Please let us know whether you designed your PowerPoint poster on a PC or a Mac.
- All posters will be printed on semi-gloss stock. The orientation should be landscape like the provided template. There are two sizes: 48" x 36" Poster Presentations and 36" x 24" Exhibit Presentations. Please make sure you are designing your poster on the proper template.
- Use the UMaine and CUGR logos that are provided from CUGR in the template. Logos can be resized, but please do not change the proportions of the logos.
- If you wish to print your poster in UMaine blues: Navy prints best using this RGB breakdown: R: 12, G: 35, B: 64. Light UMaine blue prints best using this RGB breakdown: R: 98, G: 168, B: 229.
- Double check all charts and graphs when you convert your PowerPoint to a pdf. Sometimes the conversion can cause a reflow and/or deletion of text and charts.
- We strongly suggest coming by our office when you are ready to print. We will print a small scaled down version proof for your review at that time. If you send us files after business hours, we will contact you to come in and see a proof the next business day. Please come by the day you are contacted, to avoid delays. We will not be able to print your final poster until this step has occurred.
- Files can be brought to us on a memory stick or by emailing us the files to: um.printing@maine.edu. Files can also be shared through Google Drive or box to this same address.
- Ordering earlier is better. If you order by no later than April 3, you will receive a 100% discount. If you order by April 9, the cost is 50% paid by CUGR. After April 9, we cannot guarantee printing will be done in time for the event, and the cost is full price.
- Please provide at least one current email and a cell phone number to contact you for pickup. We prefer a "backup" name and number in case we cannot reach you.
- When we contact you for pickup, if you have a balance due, please bring cash or check made out to the University of Maine. If your department is paying, please bring a signed IDO with you. (An email from your department with an account number is acceptable).
- Pickup of posters only from 8:00 a.m. to 4:00 p.m. Our office will also be opening early at 7:00 a.m. on Wednesday, April 10 for last minute pickups. Please pickup your poster as soon as it is completed to save time.
- Bring the completed form from below with you and save more time, you will not have to fill out as much paperwork!

Primary Name: _____

Primary Email: _____ Primary Phone: (____) ____ - _____

Secondary Name: _____

Secondary Email: _____ Secondary Phone: (____) ____ - _____

Group Member Names: _____

Instructor Name: _____ I designed this on a ____ PC or a ____ Mac.

I have a (circle one): 48" x 36" Poster Presentation or 36" x 24" Exhibit Presentation.

My CUGR group number is: _____.

