

# POSTER & ART PRESENTATION GUIDELINES

## SIZE AND DISPLAY

- Posters will be no larger than 4 feet high x 4 feet wide, excepting for printed paper posters (i.e. ones you can roll up and put in a poster tube) which should be as close to 30 inches high x 40 inches wide as possible.
- Easels, foam boards, push pins and binder clips will be provided to display or hang posters and artworks
- Tables furnished upon request for items not able to be displayed on easels

## CONTENTS

- Title (use font no smaller than 48 points)
- Author(s) (use font no smaller than 36 points)
- Abstract (use font no smaller than 22 points)
- Text MUST include the following:
  1. Introductory statement
  2. Summary of the project (*give the information and data required to support your conclusions, if applicable*)
- Enlarge any Photographs and/or Figures included in the text

*\*\*See Page 2 for Poster Design Templates, Poster Development and Poster Printing\*\**

## POSTER SESSION REQUIREMENTS

- Posters must be set up at least thirty minutes before the poster session
- The authors must be present during the entire poster session.
- All posters should be removed after the poster session
- Attire should be business casual

## POSTER TEMPLATES

<http://gradschool.unc.edu/academics/resources/postertips.html>

[http://www.posterpresentations.com/html/free\\_poster\\_templates.html](http://www.posterpresentations.com/html/free_poster_templates.html)

## POSTER DEVELOPMENT

<http://colinpurrington.com/tips/academic/posterdesign>

<http://guides.library.cornell.edu/poster>

<http://www.ncsu.edu/project/posters/>

## POSTER PRINTING (PRICING AS OF 01/2016)

### TAMIU OFFICE OF STUDENT AFFAIRS

- 24x36 (sandwich board size)
  - Color: \$15 + \$5 for lamination
  - Black & White: \$10 + \$5 for lamination
- 42x66 (bulletin board size)
  - Color: \$25
  - Black & White: \$20

*No lamination is offered for this size of poster as it exceeds the dimensions of our laminating machine.*

- **Format:** Students who need printing services should email their files in the exact dimensions they want it printed in a jpeg or PDF format. Posters created on Microsoft Word or Pages will not be allowed as they are very hard to convert. Recommended to create posters in Photoshop. If not, PowerPoint is the next best option.
- **Processing time:** Poster requests/files must be sent to the Office of Student Affairs via email at least two weeks before the poster(s) is needed. Poster files need to be sent to [sarah.herrera@tamiu.edu](mailto:sarah.herrera@tamiu.edu)

### POSTERPRESENTATIONS.COM (*research poster printing*)

- **Pricing:** \$39.00 for a 30x40 not laminated  
More options: <http://www.posterpresentations.com>
- **Format:** PDF (Powerpoint design templates available on website)
- **Processing Time:** Same day printing depending on work load, free 2-6 day ground shipping

### KWIK KOPY PRINTING

- **Pricing:** \$27.00 for a 24x36 glossy not laminated  
More options: [sales@rovebc.com](mailto:sales@rovebc.com)
- **Format:** PDF, JPEG
- **Processing Time:** Same day printing depending on work load

### **WAL-MART**

- **Pricing:** \$20.86 for a 24x36 glossy not laminated  
Lamination done at Office Max \$13.50
- **Format:** JPEG
- **Processing Time:** Self-serve printing kiosk/ Same day printing depending on work load

### **OFFICE MAX**

- **Pricing:** \$28.99 for a 24x36 glossy not laminated + \$13.50 for lamination
- **Format:** PDF
- Posters may be sent to [ods06193cpc@officedepot.com](mailto:ods06193cpc@officedepot.com) or in person at the self-serve printing kiosk. Same day printing depending on work load

STUDENTS MAY ONLY ENTER **ONE** OPTION PER PROJECT  
(POSTER OR ORAL)  
CAN'T PRESENT THE SAME PROJECT FOR BOTH

