

Poster Submission Requirements and Guidelines



Academic Technology Center

ATC Requirements

• Posters MUST:

- Be created in MS PowerPoint
- Be submitted on CD or Disk on Key/Flash Drive (CD Preferred)
- Include a Poster Printing Workorder
- Use Official WPI Logos
- Be submitted to and picked up from the main ATC office in Fuller Labs

<http://www.wpi.edu/+ATC/Media/poster.html>

Sample Workorder



Poster Printing Workorder

- Academic Technology Center -

The ATC offers poster printing services to all WPI faculty, staff, and students. Each person will be contacted via email when their poster is ready to be picked up at the ATC front desk - (payment is due at that time – check made out to WPI, cash, or department account #).

Posters must be created in Microsoft PowerPoint and can be printed on either 24, 36, or 42 inch wide paper and is charged by the length in linear feet. Additional charges may apply to posters that use excessive color for backgrounds.

The turn around time for a poster is **2 full working days**, assuming files are free of error. All jobs are run on a first come, first served basis.

What is the size of your poster? Width: **36"** Height: **28"**

What paper would you like it printed on (circle one): Matte Glossy

How many copies (circle one) ? 1 2 3 4 Other _____

Please verify that all WPI logos and marks were used from official sources. Any unofficially downloaded marks will delay the printing process. By submitting this form, you verify that you either own or have obtained appropriate copyright permission to use this work.

If you have any questions contact Jim Monaco at jmonaco@wpi.edu (x6152)

The prices below are **per linear foot** - (for example, a 36" x 28" on glossy paper will cost \$21.00)

Poster Printing	24" Matte Paper	\$3.00	24" Glossy Paper	\$6.00
	36" Matte Paper	\$4.50	36" Glossy Paper	\$9.00
	42" Matte Paper	\$6.00	42" Glossy Paper	\$12.00

ATC Assistance by: _____

Name: **Jane Student**

Email: **student@wpi.edu**

Phone: **508-831-5220**

Dept: **Management**

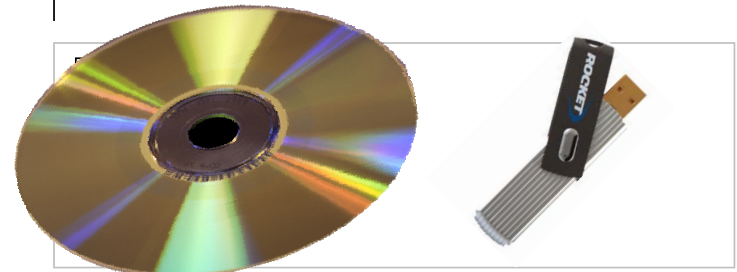
Today's Date: **April 5**

Date Needed: **April 10** (Allow 2 full business days)

Materials Dropped Off: CD USB Drive

Name of File: **Jane-Student-MQP.ppt**

Payment Method: Cash Check Credit Card
 _____ Account Number



Please fill out completely