

Physics 455/590 Poster Submission Information

This document contains important information about the poster printing process; be sure to read it in its entirety. Due to the large number of posters required to print, the deadline to submit your poster is **9:00 a.m. April 5th** (no late submissions accepted).

The cost of one poster submission will be covered by the Physics Department.

Send your poster requests to poster.printing@chem.queensu.ca and include the following in the email:

- Name:
- Supervisor:
- Dimensions of poster to print:
- Attached poster file: Please be sure your poster size (on the file) matches the size above. If your file is too large to email, send the email request to put yourself in queue and then immediately come to CHE200 in Chernoff Hall with your USB stick. **Do not share a file through OneDrive, SharePoint, etc.** See poster printing specifications below; if you are unsure of the size of your poster, speak with the course coordinator.

Deadline to submit poster: 9:00 a.m. on Friday, April 5

Important Information:

- **Once your poster has been submitted, it is considered final and printed as is**, please check your email regularly as you will be contacted if there are any issues with your poster file.
 - **Any poster submitted after 9:00 a.m. on Friday, April 5 will not be accepted.** Due to the large volume of requests, we will not be accepting late submissions.
 - Posters will be available for pick up on Wednesday, April 10 but you will be notified by email too. Please note, this is a busy time for poster printing, **once you submit your poster for printing, it is placed in queue and is considered final (no resubmissions permitted)** – please do not email to check in on the status of your poster.
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Poster Printing Specifications:

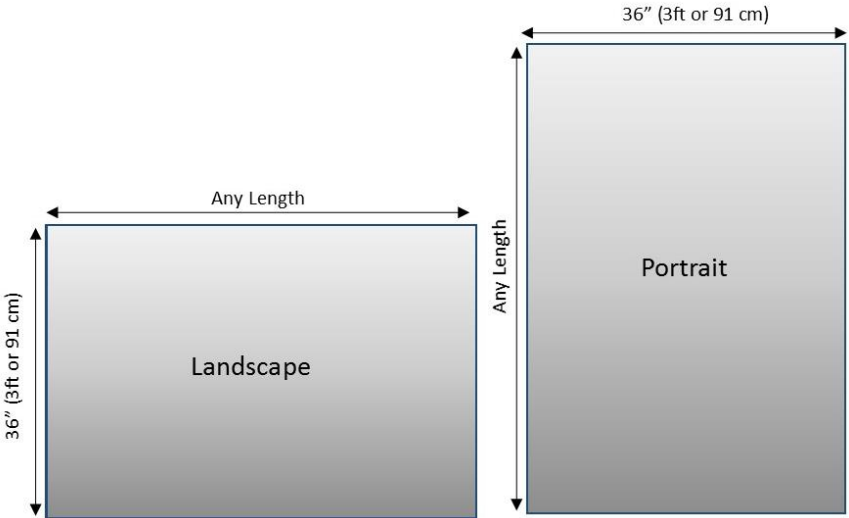
Paper Type

We print on Matte Coated Paper 170gsm only

Dimensions

Due to the limited size of our poster printer we are only able to print up to a maximum width of 36" (3ft or 91cm). There is no limitation on the length of a poster (within reason). **A standard size poster is 36" x 48" (3ft x 4ft or 91cm x 122 cm).**

Posters can be printed in either portrait or landscape. Our poster paper is 36 inches wide so one side of your poster must be 36 inches or smaller (if smaller, there will be a white border that we do not cut down).



Format

We accept PDF or PowerPoint files only (ideally send both). Please ensure that the file is formatted to the correct dimensions of your poster with a width of no larger than 36". *There have been known issues with certain types of graphics not printing correctly.* Please print a small proof to ensure that your graphics will print.

Note: Posters are printed as-is so please ensure that there are no errors or omissions in the file provided before emailing it.
