

2015 Summer Research Symposium Poster Printing Guidelines

As you begin working on your poster, please keep the following guidelines in mind:

- The display boards are 8 feet long, and two posters will be displayed on each side. To make the posters fit on the boards, we highly recommend **a poster size of 48 in high x 42 in wide** (note to Advisors: these are the same dimensions used for Discovery Day). If you choose to make your poster slightly wider, please bring tape and cardboard to attach to the end of the display board to prevent the poster from curling around the board.
- Some programs will have students who plan to present their posters at regional or national meetings. If those meetings require different poster dimensions, then you may print posters to match those dimensions (just be aware that they may not fit the display boards that we have available for the Summer Research Symposium).
- Consider printing the posters on vinyl rather than paper – it is less expensive and extremely durable.

Resources to Help Students with Creating a Poster

If you need help getting started on your poster, please refer to the Office of Undergraduate Research website for helpful tips and instructions for creating effective posters, as well as examples of research posters.

<http://www.sc.edu/our/discovery.shtml>

Poster Printing at USC Printing Services If you would like to use USC Printing Services (located at 1600 Hampton Street in Columbia) to print posters for the Summer Research Symposium, here are the guidelines:

- USC Printing Services has provided [a coupon for a 10% discount](#) on poster printing for students presenting at the Summer Research Symposium. Please note the terms and conditions described on the coupon.
- **In order to receive the 10% discount, posters must be submitted to USC Printing Services by 5:00 pm on Monday, July 27, with the coupon attached.** This is a USC Printing Services deadline for use of the coupon, which may be different from individual program deadlines.
- **If you do not plan to use the coupon, the deadline for submitting posters to USC Printing Services for printing is Tuesday, July 28 by 5:00 pm.**
- A USC Printing Services Plot/Banner Request Form must be completed for each poster: <http://printing.sc.edu/PDF/PlotBannerPRForm.pdf>
- For Program PIs and Research Advisors: If the posters are submitted to Printing Services as a group, there will only be one set-up fee of \$15. To keep the posters grouped, only

one poster per email is suggested, but write 1/7, 2/7, 3/7, etc. in the subject line to keep the group together.

- Posters should be emailed to USC Printing Services (artwork@printing.sc.edu). The subject line should be “Summer Research Symposium”. **Everyone should follow up with a phone call to Tricia Petty at 803-777-4194 to verify that the posters were received.**
- Posters may be picked up from Printing Services on Wednesday, July 29, **no later than 4:00 pm.** USC Printing Services is located at 1600 Hampton Street in Columbia. For students paying for a poster themselves, only cash and checks are accepted.