

Discovery Park Poster Lab

The Discovery Park poster Lab is for Discovery Park and the College of Engineering faculty, staff, and students. Posters must be for a research related conference.

We should be notified ahead of time when large quantities are expected for symposiums, poster sessions or workshops. These must be submitted **one week** before the poster session to ensure that we can get it printed.

ONE WEEK

Spring 2019 Lab Hours

Monday: 9:00-12:00 pm

1:00-5:00 pm

Tuesday: 2:00-5:00 pm

Wednesday: 1:00-5:00 pm

Thursday: 2:00-5:00 pm

Friday: 9:00-4:00 pm



Individuals requesting poster printing are encouraged to use the poster printer within the posted hours. Having your poster printed is not always guaranteed. Walk-ins outside the scheduled poster lab hours **will not** be accommodated.

Limit one poster per person.



Mann Hall, Room 116

The Discovery Park Poster Lab is located in Gerald D. and Edna E. Mann Hall, room 116.

Poster Printer Directions

1. Draft PowerPoint
2. Set page layout size to:
24 X 36 or 36 X 48
3. Save as PDF
4. Email to mrgnposterprinter@gmail.com

Please provide the poster print staff with the following:

Name

Department/College

Reason for poster: i.e. – conference, poster session, research display

Proof your poster before you click SEND

We don't do reprints!

You are responsible for any poster trimming outside the standard

5. The poster print staff will let you know via email when your poster is ready for pick-up.



We require **2 business days** for your poster to be printed.

We **do not** print posters with **colored backgrounds** (no filled in color backgrounds).

PICKING UP YOUR POSTER

When picking up your poster please use the laptop to sign it out and provide all information requested. The laptop is located by the desktop computer. If you personally cannot pick up your poster, please let us know who will be picking it up and signing on your behalf. We are not responsible for your poster once it leaves our lab.

Need Assistance???

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MRGN 120D

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PURDUE UNIVERSITY
Discovery Park