Research Poster Printing Procedures

For SCTE students | Dean's Office, Caputo Hall, Room 206

Contact: Marianne Frantz | 717-871-4292 | Marianne.frantz@millersville.edu

Before submitting your poster

- **Allow at least 24 hours.** Submit printing requests at least 24 hours before the due date.
- **Review your poster carefully.** Except for technical printing issues, posters will not be reprinted to correct author errors.
- **Use the exact final dimensions.** The file dimensions must match the size of the poster to be printed.
- **Provide both file formats.** Submit the poster in both PowerPoint and PDF formats.

How to submit files

Deliver files by either of these methods:

- Bring a flash drive to the Dean's Office in Caputo Hall, Room 206.
- Email the files to Marianne Frantz at Marianne.frantz@millersville.edu.

Include the following information in the email:

- Poster dimensions
- Type of paper requested

Paper options

Paper type	Maximum width	Use
Plain bond	42 inches	Use for class projects and conference posters, if requested.
Glossy	36 inches	Use for conference presentations only.

Printing and pickup

Printing hours: Posters are printed between 8:00 a.m. and 3:00 p.m. Immediate printing is not guaranteed.

Pickup: Collect the poster from the Dean's Office as soon as possible after receiving notice that printing is complete. Prompt pickup helps prevent pileup and poster damage.

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