

# Instructions for Poster Creation & Submission – St Albert’s Day 2023

TO BE PRINTED IN TIME FOR ST ALBERT’S DAY – ALL POSTERS MUST BE SUBMITTED NO LATER THAN

**SUNDAY, OCTOBER 22<sup>nd</sup> BY MIDNIGHT**

## Cost for Printing

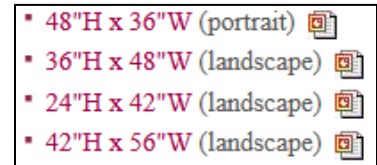
*Matte prints cost \$0.01 per square inch; Glossy prints costs \$0.02 per square inch. This makes it easy to estimate price by multiplying Quantity × Width × Height × price per square inch. So for example 1 copy of a 42x42-inch poster on Matte paper would be: 1 copy × 42” × 42” × \$0.01 = \$17.64.*

## Creating the Poster

1. Visit [https://ssom.luc.edu/tech\\_support/services/poster-printing-services](https://ssom.luc.edu/tech_support/services/poster-printing-services) and download one of the four available PowerPoint templates:
2. Be sure to include all of the sections of a research poster:
  - **Title of Research Project, Your Name, and Your Institution**
  - **Introduction:** Explain the purpose of the study.
  - **Objectives:** The objective(s) of your research project/poster.
  - **Methods:** Describe the research methodology and research design of this study.
  - **Results:** Describe and explain the results from your data analysis.
  - **Conclusion:** Discuss the conclusions of your study and impact on future research.
  - **References:** Be sure to list all relevant references and citations.
  - **Images and Charts**
  - **Loyola Branding/Logos:** Visit University Marketing & Communications pages for Brand Standards here: <https://www.luc.edu/umc/brandstandards/>. Consider using Loyola logos, University Colors and refer to their Style Guide for more tips.
3. Save your .PPTX file frequently to ensure you do not lose any work. Consider saving to your *OneDrive* or other cloud storage providers for ease and accessibility.
4. When your poster is completed, save it as a PDF to help retain any custom fonts used.

**File > Save as Adobe PDF** and use this PDF file for submission for your poster.

  - Please use a unique identifier when naming your PDF, such as *Your Name or Research Project Title* (ex: StevenTudent\_MyResearchProject2023.pdf). *We receive over a hundred submissions so this helps avoid confusion when processing files!*



## Tips and Suggestions

When creating your poster, you are highly encouraged to use:

- A **blank white background**: Do not use a color background
- A **standard, easily readable font**, such as: Arial, Times New Roman, Helvetica, etc.
- **Text boxes** to delineate your information and sections
- **Color**, but sparingly, to highlight information or to direct attention to a specific section
- **High-resolution images** to complement the text: When inserting images, do not copy & paste. Instead, save the image first to your workstation, and then *Insert* it directly onto the slide so it is being saved in the highest resolution in the file.
- Leave *at least* a **0.5 inch margin** around your poster to ensure no text or images are cut off when printing

To preview your poster, open the file using Adobe Reader or Adobe Acrobat, under the View/Zoom, select *Actual Size*. Make sure there are no pixilated images or quality issues.

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### Submitting the Poster

*Note: Have your poster completed and ready to submit before opening the submission form. Having the form open for longer than 15 minutes may cause the form to time-out and cause an error uploading.*

1. Visit [https://ssom.luc.edu/tech\\_support/services/poster-printing-services/](https://ssom.luc.edu/tech_support/services/poster-printing-services/) and scroll to the bottom
2. Fill in the **Your Information** fields including your *Login ID, First and Last Name, Status, Phone Number, and Email.* (*Department* is not required unless you are paying with an Account Code)
3. **For the Payment Method – we accept either Account Code transfers or Credit Card payment:**
  - a. **Account Unit Transfers:** select “Bill my Department using the account code unit below” then include either the LUC Department Account Unit (6 digits) or the Trinity/LUHS Account Unit (5 digits and 6 digits), and include the Budget Administrator Name and Phone Number.
  - b. **Credit Card Payments:** select “Credit Card” When your poster is ready for pickup, you will be sent an email to submit payment via Credit Card using Loyola’s TouchNet store. You must enter your Job Number and Amount Owed for the cost of the poster.  
**Proof-of-payment must be presented** to be issued a poster (OK to show the email confirmation from your phone, or print a paper receipt of your email).
4. For the **Poster Information** section, update these as follows:
  - a. Is this for St. Alberts Day? **Yes**
  - b. Poster finish: **Matte** or **Glossy** (*both are acceptable, choose whichever you prefer*)
  - c. Size Options: Select either **36 inches** or **42 inches** based on your poster template
  - d. **Upload your file** using the “Browse” button (or if the file size is too large, provide us a OneDrive/Google Drive link in the associated textbox where we can download the file)
5. Complete the **Terms and Conditions** by selecting *I Agree...*
6. Then press **Submit Poster**

You will receive an email confirmation for your submission and your poster order number. Posters will be rolled and stored in plastic sleeves for our ease of storage, and your ability to easily transport.

We do not offer poster tubes, but if you are interested in better protecting your poster for subsequent presentations, consider retaining the plastic sleeve and/or looking to stores like Kinkos, Walgreens, UPS, or art stores like Blick or Utrecht Arts.

Digital Media Services thanks you for adhering to this guide as it will help us quickly process your order. Note that we do not offer any expedited printing options, please have your poster submitted by the deadline for inclusion. If you have any further questions about our Poster Printing services, please contact us at [digitalmediaservices@luc.edu](mailto:digitalmediaservices@luc.edu)

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