

# Poster Printing Guidelines

## Process for Submitting

- Upon receiving an abstract submission, we will immediately send an email with your assigned online portal link to upload your poster for printing. If you do not receive this email, contact [CUE](#) for this information.
- Upload your poster in **PDF format only (not PowerPoint)** with the file name "lastname.pdf".
- **Posters must be uploaded by Wednesday, April 29 at noon for printing.**
- Only one poster per abstract will be printed.

## Format of Poster

- Standard Size: 48" x 36" landscape version (**see template**).
- **White** background recommended.
- Minimize exotic fonts/symbols which may complicate printing.
- Double check all spelling, punctuation, and content before uploading poster.

## Poster Printing & Pick-Up

You will be contacted to pick up your poster once printed and are responsible for bringing it to your poster session. **Your poster will not be printed if all above formatting requirements are not met.**

## Poster Design Tutorial

Creating an academic poster requires planning, art, science, and attention to detail. An effective academic poster should attract attention, convey important information clearly, and engage the reader.

The following tutorial can help you navigate the poster design process:

### **[POSTER DESIGN TUTORIAL](#)**

Once you have watched the tutorial and still have questions, contact your faculty mentor or schedule an appointment with a CUE representative for additional help.