

ME Course and Conference Poster Design & Submittal Guidelines

Posters will be printed **once**, so check carefully for typos, omissions, and errors before submitting. Check for badly pixelated low-res images. Print out a small version of your poster and check it again, then have someone else in your group check it a third time **before you submit it for printing**. For conference posters, obtain any necessary faculty approvals/edits prior to submittal.

Do not wait until the last minute to submit your file for printing. ME263 and ME463 should follow the course instructions regarding the timetable for submission for printing. All others should be submitted **at least 2 full working days** before you need it. At times there are as many as 80 posters in the printing queue so plan ahead with respect to lead-time for your event or travel departure.

Posters should be **designed in PowerPoint** at the size they need to be printed. Up-scaling an 8½"x11" file to poster size during printing will usually not work. If you wish to design your poster in something besides PowerPoint (e.g., Illustrator or InDesign) make sure you know how to export to PDF from your software while maintaining acceptable image resolution and proper poster dimensions in the exported PDF. If you do not know how to do this consider following the above suggestion and design your poster in PowerPoint.

Files should be submitted for printing in **PowerPoint or PDF format**. Name the file so that it is identifiable to you or your group – something other than "ICAM 2018 poster.pptx". Send files to blackm@purdue.edu.

Posters are limited to **36 inches** maximum in their shorter dimension, either portrait or landscape format. The longer dimension is limited only by the length of the paper roll, but lengths longer than 48 inches become difficult to handle and display properly. 24" x 36", 32" x 40" or 36" x 48" are good standard sizes. Your instructor may provide a poster template of a specific size for you to use. If you are attending a conference find out their poster size requirements.

Don't use typefaces that are not a part of the standard Microsoft Windows installation.

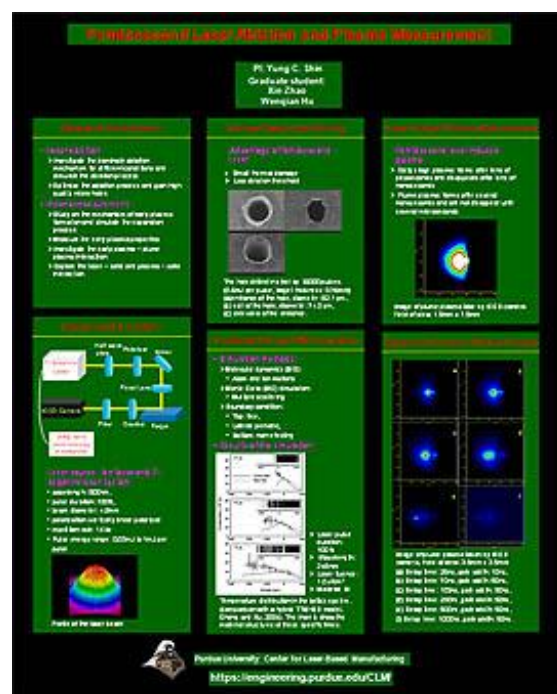
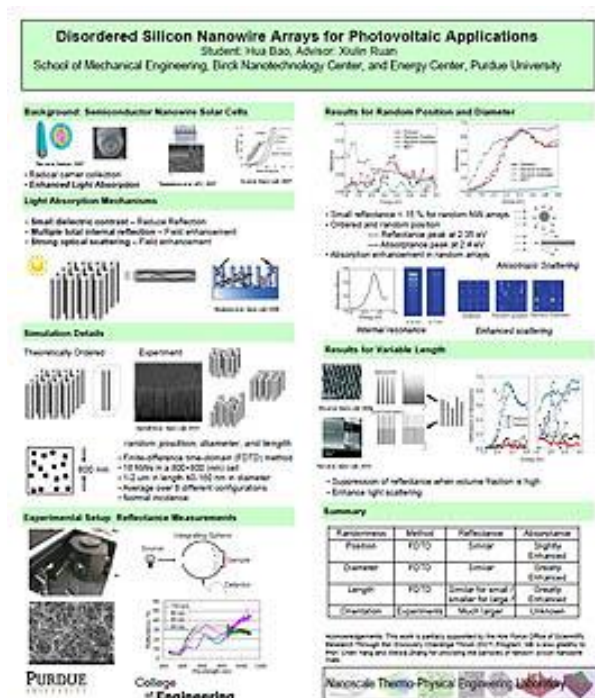
No embedded equation objects, Excel files/graphs, Word files, PDF objects, or vector-based (e.g., Solidworks, ProE/Creo) images. Convert these to jpgs before placing into PowerPoint. Avoid transparency effects within PowerPoint of any kind.

Avoid huge embedded images; downscale images to a reasonable size and resolution before inserting into PowerPoint. For example, downscale an 18"x24" 1200dpi image to 8"x10" 300dpi.

No solid color backgrounds – they saturate the paper and cause it to ripple and strike the print heads during printing. **See below. We will not print posters with solid color backgrounds.** If you feel you *must* have one, it will need to be printed elsewhere.

This...

...not this.



For tips on designing a good, viewer-friendly poster see this site: <http://colinpurrington.com/tips/poster-design>