

MORGAN POSTER LAB

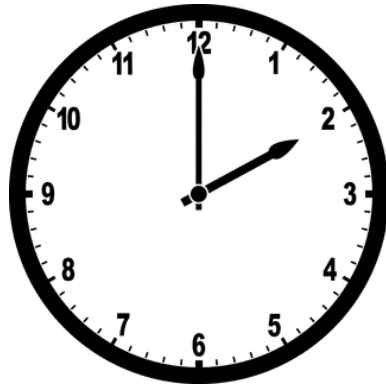
SUMMER HOURS

Monday – Friday
2:00 – 5:00 pm

The
MRGN Poster Lab
is for
Discovery Park
and
Engineering
Departments

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



Discovery Park trained staff may use the poster printer at any time for academic purposes. Individuals requesting poster printing are encouraged to use the poster printer within the posted hours. Having your poster printed at the Burton D. Morgan Center is not always guaranteed. Walk-ins outside the scheduled poster lab hours might not be able to be accommodated immediately.

DP and Engineering students: please email your proofed pdf presentation to

mrgnposterprinter@gmail.com

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

Please provide the poster print staff with the following:

- ◆ Name
- ◆ Department/College
- ◆ Reason for poster: i.e. – conference, poster



Please allow
2 business days for your
poster to be printed.

PICKING UP YOUR POSTER

When you pick up your poster please use the laptop to sign it out. Please 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.

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

Poster Printer Requirements

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

Proof your poster before you click SEND



We don't do reprints!

You are responsible for any poster trimming outside the standard

Need Assistance???

Maria Longoria-Littleton

MRGN 136

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PURDUE UNIVERSITY
Discovery Park