

# DISCOVERY PARK POSTER LAB

The  
Discovery Park Poster Lab is for  
Discovery Park & Engineering  
Faculty, Staff and Students

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



## LOCATED in MANN 116!

The Discovery Park Poster Lab is located in the  
Gerald D. and Edna E. Mann Hall, room 116.

### FALL 2017 LAB HOURS

**Monday:** 8:00am-2:00pm

**Tuesday:** 8:00am-10:00am and  
2:00pm-5:00pm

**Wednesday:** 8:00am-1:00pm and  
2:00pm-5:00pm

**Thursday:** **Lab Closed**

**Friday:** 8:00am-12:00pm

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 in the Discovery Park Poster Lab is not always guaranteed. Walk-ins outside the scheduled poster lab hours might not be able to be accommodated immediately.



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.

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

[mrgnposterprinter@gmail.com](mailto: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 session, research display

**We do not print posters with colored backgrounds— (no filled in color backgrounds) and we do not print re-prints!**

## 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](mailto: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 120D

Office: 765.494.0015

[mlongori@purdue.edu](mailto:mlongori@purdue.edu)



PURDUE UNIVERSITY  
**Discovery Park**