

Research Poster Policy for Graduate Students

1. The Lamb School will reimburse up to \$16.00 for poster printing for any Graduate Student who uses the Purdue Printing options on campus paying with personal funds transferred from your BoilerExpress account to your PaperCut account. We encourage you to have your poster publicly displayed in the school after the student presentation is complete.
2. For a student to have a poster printed, each student must do the following:
 - For full details and step-by-step instructions please visit this link:
https://it.purdue.edu/facilities/instructionallabs/printing/wide_format_printing.php
 - Edit your content using the application of your choice and export it as a PDF file.
 - Bring that file to one of two (2) printer locations on campus and the Purdue IT staff at the Service Desk will help you connect to the printer and configure your file for printing.
 - **Note: Printing is done on a first-come, first-serve basis. You must visit one of the locations to print so your poster can be reviewed before being released to print.**
 - Posters must include a standard identification including student name, name, and date of conference/presentation.
 - Please ensure that Lamb School and University branding are appropriately incorporated according to Purdue branding and identity standards.
 - The size of the poster must be 36" (h) x 48" (w) with a 1" margin on each side of the poster if it will be displayed in the Lamb School.
3. Once the poster presentation is complete if the poster is returned to the main office, it will be dated for display rotation purposes. If there happen to be multiple posters with the same print request date, priority would then be based on the "return to office date" after the presentation.
4. Posters will be displayed for up to 3 months (depending on number of posters waiting to be displayed) and at the discretion of the School Head.
5. When the poster is rotated out of the display, an email will be sent to the student with a notification that the poster is ready for pickup from the main office.
6. Posters will be stored for 1 month by the main office. Afterward, the poster becomes school property and may be discarded.

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