

RESEARCH DAY Poster Session Information

GENERAL INSTRUCTIONS:

- Prepare in PPT (PowerPoint) or Provide as PDF
- Single Slide
- Go to: File / Page Setup
- Choose "Custom Size"
- Set at 56" W x 42" H *Maximum Size*
- Choose any template, slide design, etc.

Educational Media Hours:

8 AM to 5 PM
Room # AC258

Telephone: 856-566-7123

Suggested Font Face and Sizes are:

Ariel is a good choice for legibility.

IMPORTANT: If using other fonts,

In PPT 2003 or earlier: Go to: Tools / Options / Save, Check Box to "Embed Fonts".
In PPT 2007, Go to: Home / PPT Options / Save, Check Box to "Embed Fonts".

Title: 90-100 Pt Type
Author(s): 80 Pt Type
Affiliation:: 72 Pt Type

Text Heads: 36 Pt Type

Body Text: 28 Pt Type (Minimum)

LOGOS: Must be large enough digital file to be legible at 100% in PPT.
Provide or specify to Media which ones are needed.

To Insert Illustrations:

- Under "Insert" menu, select: Picture / From File / Locate
- Acceptable formats include .jpg, .tiff, .png, .bmp

IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE – PLEASE ASK !!!

NOTE:

- Educational Media requires a signed Job Request Form, including a Banner Index # and authorizing signature if cost is being covered by a department.
- Glossy paper and cardboard carrying boxes are available at additional cost.
- Educational Media does NOT have the capability to laminate.
- File may be provided on disk, USB drive, or by email to hamptohe@umdnj.edu

Approximate Costs: SOM ONLY. NON-SOM Clients, Please Call for Quote.
[calculated using base size of 48" x 36"]

MATTE Paper with white background	\$ 30.00
MATTE Paper with color background	\$ 40.00
If white, but with many color illustrations	\$ 40.00
GLOSSY Paper w/ color will be <u>approx.</u>	\$ 70.00