

## Instructions for creating a poster for the Jepson Research Symposium

Local Print Shops	Location	Cost	Paper Type
Technology Learning Center	Boatwright Library 212	Free for research*	Everyday Satin Photo Paper
UR Print Shop	Services Building across street from Canon Chapel	\$90.00	Similar to TLC
FedEx Kinkos	Libbie and Broad St.	\$127.35	Satin Paper

*\*some limitations apply*

### Make Your Appointment:

Create a ticket request for your poster appointment [here](#). You must use your University of Richmond e-mail address.

- **One reservation will equal one poster.** If you have multiple poster presentations, you will need multiple appointments. Only one person from a group will have an appointment to print.
- Offer a wide range of times and days that work with your schedule. You will have your appointment scheduled quickly if the times you suggest are available.
- Do not wait to make your appointments. The TLC schedules on a first-come, first-served basis. Last minute requests cannot be accommodated and time slots will not be available.

### Print Your Poster:

Come to the Technology Learning Center, Room 212 of Boatwright Library, and let the TLC consultant at the main desk know you have a poster appointment.

- Be on time and have a completed poster that is ready to print. **If you are more than 5 minutes late, you will forfeit your appointment.**
- Your poster must be sized to the final printing size. A typical poster size is 34 by 56 inches. Your poster must be 58 inches or less in both directions to minimize waste.
- Save your file on a USB drive or use a cloud storage solution like Box or Google Drive.
- The TLC is not responsible for any poster left behind in the TLC.

### Take Your Poster to the Symposium:

Your poster is not water resistant. Moisture and oils from your hands or rain will wash away the ink, so handle your poster carefully. Wrap the poster in a clean garbage bag if the weather forecast calls for rain.

### Creating Your Poster and Questions:

Guidelines for poster creation: [here](#).

Questions: contact [tlc@richmond.edu](mailto:tlc@richmond.edu) or [mfoster2@richmond.edu](mailto:mfoster2@richmond.edu).