

Prepare Your Research Poster through the Department of Biomedical Communications (BMC).

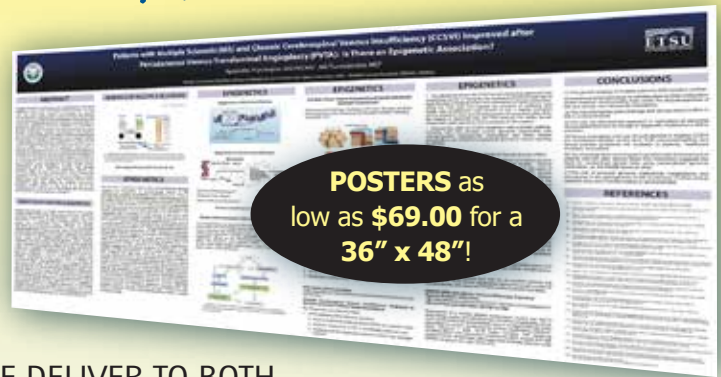
We can assist you with your poster presentation at any phase—design through production.

ETSU'S APPALACHIAN STUDENT RESEARCH FORUM 2017

April 11 and 12



Make Plans Now!



WE DELIVER TO BOTH
ETSU AND VA CAMPUSES

1 KNOW YOUR DEADLINES

Research Forum Deadline

ETSU-Student Posters must be set up at the Culp Center Ballroom on **Tuesday, April 11 between noon and 4:30 p.m.** (No entry into the building after 4:30 p.m.)

BMC Ordering Deadlines

Due to high demand before the forum, please complete BMC's online form and gain cost and art approval no later than **Thursday, April 6** if possible. People needing assistance with design, please submit ASAP, placing orders no later than **April 3** if possible.

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

2 PREPARE YOUR FILES

BMC provides design services for a fee. Please call to inquire about this process. If you are designing your own poster, please consider:

SIZE: Maximum height for posters created in house at BMC is 42-44" depending on media choice. Taller posters can be produced, but will cost significantly more. **For the research forum, posters larger than 42" x 64" will not fit within perimeter of provided backboards.**

QUALITY: Copying and pasting images/graphics from the Internet into your poster may result in blurry and pixilated images especially when enlarged. Most Internet images have resolutions of 72 dpi which is far below the recommended 150 dpi (printing to scale at 100%).

FILE TYPE: It saves time if you submit a **PDF file** instead of a PowerPoint file as PPT files are not stable from machine to machine. If you submit a PPT file, we must create a pdf for you to proof to ensure accuracy. Note: BMC can tweak the design of your PowerPoint files if requested, usually for nominal additional cost.

For ETSU and QCOM
Research Poster Powerpoint
Templates and More Information,
Go to BMC's Web Site:
[www.etsu.edu/com/
biomedcomm/forms.php](http://www.etsu.edu/com/biomedcomm/forms.php)

3 PLACE YOUR ORDER WITH BMC

To complete the online
BMC Project Request, go to:
www.etsu.edu/com/biomedcomm/request.php

4 SELECT FROM THREE OPTIONS

(1) Non-laminated Research Posters on Matte Paper

Highly saturated, high resolution images are displayed on photographic quality media with a semimatte finish that minimizes glare, while maximizing presentation quality.

(2) Foldable Fabric Research Posters

Ideal for convenient travel, this poster can fold to pack in your suitcase. Prints on 9mil, foldable, polyester fabric with a matte finish and water resistant coating. Wrinkles will occur where folded, but may be minimized by pressing on the back with a cool, dry iron. Similar in cost to our non-laminated posters.

(3) Laminated Research Posters

Durable matte laminated posters are suitable for extended travel or display. Cost is roughly *double* the price of our non-laminated and fabric posters and takes longer to produce.

5 GAIN ESTIMATE APPROVAL

After your request is submitted with all specifications completed, we will provide you and your billing contact with an estimate for cost authorization. Upon approval BMC will begin your project, providing you have supplied all necessary files and account information.

6 PROOF & APPROVE YOUR POSTER

Posters designed by BMC or PowerPoint files that require proofing may be proofed by email as a pdf file or BMC can print a color 13"x19" hard copy if requested. Posters will be released for production once the customer has approved the pdf file.

CONTACT US

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