

Poster Printing Instructions – Graduate Students
NOTE: Be sure to work with your mentor on the poster

1. Determine a funding source.
 - a. If you are traveling to a conference, please be sure to include the cost of poster printing as a travel expense. Indicate approved travel as the funding source on the attached purchase order form.
 - b. If you are participating in a local event (i.e., no travel request needed), get prior approval to cover printing costs using the attached purchase order form:
 - i. Check to see if your mentor has funding to print the poster. If so, have your mentor e-sign the purchase order
 - ii. If this is a CON-sponsored event (e.g., Scholarship Showcase), have Scott Cowherd e-sign the purchase order.
 - iii. If this is a program-sponsored event (local conference), have the Assistant Dean of the PhD or DNP program e-sign the purchase order.
 - c. Submit the purchase order to CON ORDERS
2. Steps to Print at RICOH. The CON will only provide support for paper printing at RICOH.
 - a. Posters need to be sized correctly for printing and submitted as a PDF (no Powerpoint files as they are subject to shifting). If the printing size for the poster is 36 x 48, for example, create a Powerpoint file with 36 x 48 dimensions and when ready for printing, save the Powerpoint file as a PDF document. Choose matte bond or semigloss paper which is \$5.00 per square foot. **NOTE: We will not pay for the cost of printing the poster on fabric.**
 - b. You may order from Greg at the Medcenter office (ukdscmedcenter@uky.edu) 257-3392 or Katie at the WTY Library where posters are printed (ukcopycenter@gmail.com) 257-9376.
 - c. Attach the PDF document to the email specifying paper choice (matte bond or semigloss paper only), due date, and the following information: Payment for the poster printing will come from the College of Nursing Procard – please contact Kevin Garland at 257-4617.
 - d. Provide a minimum of 48 hours for conferences and seminars so there is time for delivery.