

## **Poster Printing Instructions Undergraduate**

**Students: Be sure to work with your advisor  
on the poster.**

The Office of Undergraduate Research will print one poster for you per semester.

- a. Create your PowerPoint poster with assistance from your mentor. The Office of Undergraduate Research has templates for posters, sizing information, and instructions on how to upload on their web site: <https://our.uky.edu/resources/poster-printing>.
- b. Please carefully review your poster before uploading, as each poster will only be printed once. You are responsible for ensuring there are no typographical or other errors on your poster.
- c. Typically, posters are requested to be uploaded 1 week prior to the day you need to pick it up (which should not be the same day as your event). You will be notified via e-mail when it is ready to be picked up in the office (211 Funkhouser).
- d. Contact [jesibowman@uky.edu](mailto:jesibowman@uky.edu) [859-257-0049] or [ugresearch@uky.edu](mailto:ugresearch@uky.edu) for specific information on how to proceed or to send the poster electronically.

**Poster Printing Instructions Link:**

<https://our.uky.edu/resources/poster-printing>