

SURE 2011 POSTER PRESENTATION INSTRUCTIONS

- Dimensions** All posters should either be:
- 3 feet by 2 feet (horizontal)
 - 2 feet by 3 feet (Vertical)

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- Printing and Service** Posters can be sent to **Copy Services** by:
- Emailing copyservice.ancillary@mcgill.ca (Please use title in the **Subject: SURE 2011 poster** when sending files)
 - Walk-in to location at Redpath Library Building, Room RS-16 (in basement, by the Tim Horton's) (also refer to project: **SURE 2011 poster**)

Digital files:

- PDF (Adobe Acrobat) is REQUIRED; this is the file that will be printed.
- Also provide the native file (PowerPoint, CorelDraw, Illustrator etc).

Converting to PDF:

- Powerpoint 2007: File/Save As/ PDF or XPS/ select "Standard (publishing printing)"/Publish
- Illustrator: File/Save As/ select PDF, High Quality/Save PDF
- InDesign: File/Export/Save/select High Quality/Export
- Mac (you can create a pdf from any software on a Mac) File/Print/in Pop-Up print box, click on down arrow next to PDF, in bottom-left corner/select Save PDF/Save in File/Page Setup, create a page size that is 24x36 before creating the PDF, else your PDF will be LTR size as a default size.

PROOF READ your pdf !

Layout, text, images and SIZE should be IDENTICAL to your native file when converting.

Print time:

- FOUR days are required for printing
- Students will be emailed once their poster is ready for pick-up

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- Submission of Poster** Students should bring their posters to the **TBD location** by **12:00 noon on the presentation day (Thursday, August 11th)**.

Students should be registered and their posters set-up **before the start** of the event at 1:00 pm.

- A poster # will be assigned to each student upon registration
- Student will go to the board that matches his or her poster # to mount poster (pins will be provided)
- Student who wish to be side by side (as the have related posters) will be assigned adjacent numbers at registration.

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- Poster Presentation** Please note that you will have a set time to present your poster to the judges (ex. 3 minutes). The judges will inform you of your set time when they come to review your poster.

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- Contact** For more information, please contact Ms. Anne-Marie Pierre [Anne-Marie.pierre@mcgill.ca].
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