



McGill



GLOBAL  
HEALTH  
PROGRAMS

PROGRAMMES DE  
SANTÉ  
MONDIALE

## **REGISTRATION**

Please note that if you haven't done so already, you must register online by using the web form here: <https://www.mcgill.ca/globalhealth/rsvp-ghn2019>

*IMPORTANT: For posters with several authors, **all** authors who are attending should register online.*

## **POSTER PRINTING GUIDELINES**

### **FORMAT:**

- Posters should be **42" (wide) x 45" (tall)** or less.
- If your poster is already printed and is larger than the dimensions above kindly let Jesse ([ghp.med@mcgill.ca](mailto:ghp.med@mcgill.ca)) know ASAP so that he can make arrangements.
- Please create a one-piece poster—do not plan to tack individual 8x11 sheets to the board.

### **LAYOUT RECOMMENDATIONS:**

- Keep the use of transparencies/gradients minimal. Avoid overlapping many elements with transparencies/gradients, as they may not print as they appear on screen.
- **Fonts:** Ensure your fonts are large and clear
- **Margins:** Keep text, logos and images away from the edges. Leave at least **3/8" margin**.
- **Resolution:** use a maximum resolution of **300dpi**.

## **PRINTING SERVICES**

You may get your poster printed anywhere that you like. You are responsible for the cost of the printing. If you need a recommendation we recommend Rubiks and McGill Printing as good options.

- **Solutions Rubiks:** 2148 Mackay Street, Montreal QC H3G 2J1
  - Phone: 514.845.8444 <https://rubiks.ca/>
- **McGill Printing Services:** <https://www.mcgill.ca/printing>
  - Phone: 514 398-6300

## **SET UP**

- We request that you **arrive at 3:30pm on November 5<sup>th</sup> (unless otherwise instructed)** to set-up your poster.
- The event will be held on the fourth floor at Centre Mont Royal (2200 Mansfield). Your spot to set-up the poster will be indicated with your name. Volunteers will be there to assist you.
- Thumb tacks will be provided.



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### **PRESENTATION**

- The posters will be displayed for the duration of Global Health Night. We request that you **stand by your poster from 4:00-5:30pm**.
- You will receive a certificate of participation for the event.

### **POSTER REMOVAL**

- Posters will remain up until the program closes at 7:30pm. Please take down your poster at that time.
- If you must leave before the program is concluded please leave your poster and we will store it in the GHP office (McIntyre Rm 633) for you to pick-up. **Posters not picked-up by November 15<sup>th</sup>** will be discarded.

Thank you for your participation in this important event. Please do not hesitate to contact me (Jesse Radz) if you have any further questions at [ghp.med@mcgill.ca](mailto:ghp.med@mcgill.ca).