# SURE 2018:Poster Printing Instructions

**POSTER DIMENSIONS**

All posters must be either:

- 3 feet by 2 feet (horizontal); or
- 2 feet by 3 feet (Vertical)

**DESIGN 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: Use fonts consistently.  Ensure your fonts are large and clear - sans serif fonts preferred.
- Colors: Don't over indulge on many colors. Ensure a strong contrast between background and text.
- Don't over crowd your poster.  Make effective use of bullet points and illustrations, instead of paragraphs.
- Use common, clear language where possible.
- **Margins:** Keep text, logos and images away from the edges. **Leave at least 3/8" margin**.
- **File Name: Your file name must be submitted as the initial of your first name then complete last name**. *Example: JJohnson.pdf*

**PRINTING INSTRUCTIONS AND SERVICE**

**Posters must be sent to Printing Services by the student directly**.

- **By Email:** printing.services@mcgill.ca. Subject Line must be "SURE poster 2018".
- **By Walk-in:**  3465 Durocher, Room 01 basement. Located between Milton and Sherbrooke. Once you enter the building, turn to your right after the doors and take the elevator to the basement. Out of the elevator, turn to your left and walk down the hall to Room 01.
- You must tell them you are part of the "SURE 2018 poster" quote.

Digital file format:

- **PDF (Adobe Acrobat) is REQUIRED File Format**. The PDF file will be printed. To avoid delays, please verify that your PDF is at the dimension you are printing at **24"x36"** (8.5"x11" cannot be accepted). You can verify the file in Acrobat File>Properties>Description Tab - Page Size
- You may also provide the native file (PowerPoint, CorelDraw, Illustrator, etc.).

    Converting your file to a PDF:

    - Powerpoint 2013: File à Export à Create PDF
    - Powerpoint 2007 or 2010: File → Save As → Save as type: select PDF → Save
    - 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  (you will need to create a custom page size of 24"x36" if it does not exist in your custom page size options, else it will save your PDF to the default size of 8.5"x11")

**Proof your PDF** to ensure layout, text, images and size remain identical to that of your native file. We recommend you test print your PDF on a laser colour printer.

Time required:

- Allow a minimum of 4 days for Printing Services to print your poster. **The deadline to submit posters to Printing Services is Monday, August 6th before 2PM.**
- Students will be emailed once their poster is ready for pick-up

**SUBMISSION OF POSTER**

**Students must bring their posters to the Trottier cafeteria between 12:00- 12:45pm on Thursday, August 9th.**
Students should be prepared to register and set up their posters in preparation for the event to start at 1:00pm.
Please dress professionally in business attire.

- For the purpose of judging, students must submit their name, title of poster, and judging category selection (select three categories from below in order of preference) to sure-info.engineering@mcgill.ca by Thursday, August 2nd.

    Judging Categories (select three):
    1. Advanced Materials & Nanotechnology
    2. Aerospace
    3. Bioengineering & Biotechnology
    4. Energy, Natural Resources & Sustainable Infrastructure
    5. General & Multidisciplinary
    6. Information & Communication Technologies
    7. Society, Design & Technology
    8. Water & Environment

- A poster # will be assigned to each student upon registration.
- Students will go to the board that matches his or her poster # to mount poster (pins will be provided)
- Students who have related posters, and therefore should be placed side by side, must notify the SURE team at sure-info.engineering@mcgill.ca by Thursday, August 2nd. One email is sufficient if all relevant parties are cc-ed.

**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.

**CONTACT**
For further information, please contact the SURE team at sure-info.engineering@mcgill.ca