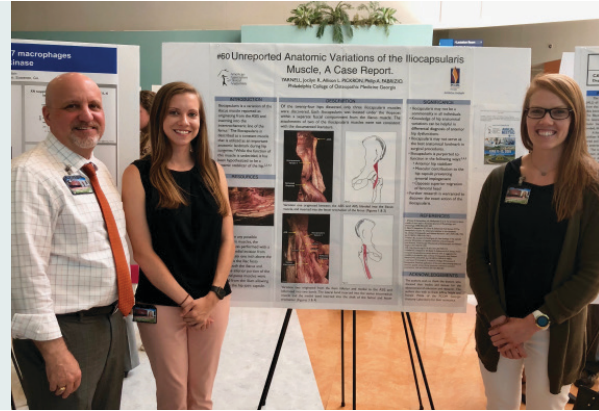# PCOM RESEARCH POSTER PRINTING GUIDELINES

FOUR STEPS TO PRODUCING A
PRIZE-WINNING RESEARCH POSTER FOR RESEARCH DAY

1 DOWNLOAD A POSTER TEMPLATE

You'll find a correct PowerPoint template to create your poster on my.pcom.edu in the required poster size. Other templates are available there if needed for any other poster presentations.

2 SUBMIT DOCUSIGN AND YOUR POSTER IN POWERPOINT FORMAT

Click for PCOM DocuSign form

complete DocuSign completely then email the signed Docusign PDF along with your poster in PowerPoint format to printingsolutions@pcom.edu. PowerPoint is necessary; do not send your files in Google Sheets; the formatting causes printing issues. You must send your documents on or before your campus's deadline.

3 LET US PLACE THE LOGO FOR YOU

PCOM Printing Solutions will insert the high resolution logo needed for printing into your PowerPoint file in the top left corner.

4 PRINTING

After we insert the logo, we print. PCOM students can pick up their poster in the **Office of Printing Solutions, Suite 012, Rowland Hall**. PCOM Georgia and PCOM South Georgia student posters will be shipped to their designated research committee chair at each location. In-house poster printing is free to the PCOM student community; the cost of shipping is handled by the Research Committee.

PDFs of your branded posters will be sent to the PCOM Digital Commons for online publishing with your permission.

POSTER PRINTING SUBMISSION DEADLINES FOR 2024:
PCOM: APRIL 15
PCOM GEORGIA: APRIL 22
PCOM SOUTH GEORGIA: APRIL 24

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