

## **Department of Psychology**

### **Guidelines and Procedures for Printing Professional Posters**

December 2006

The Department of Psychology maintains a Hewlett-Packard (HP) Designjet 800 printer for printing posters for professional conferences and presentations. The following are guidelines and procedures for requesting posters.

#### **Who May Print Posters**

The HP Designjet 800 printer is primarily for the benefit of psychology faculty and students. Other Winthrop faculty, staff, and psychology alumni may print posters for a fee that covers costs.

One poster will be printed at no cost for the following:

- Each PSYC 302 project
- Each undergraduate or graduate student project accepted for presentation/poster session at a professional conference
- Each faculty member or faculty-student project accepted for presentation/poster session at a professional conference
- One poster per academic year for any on or off campus professional presentation or activity by a faculty member not requesting a poster for one of the above purposes.

If more than one copy of a poster is requested for a given purpose due to a needed change (other than one due to printer or software malfunction), the author(s) will be required to pay a \$30 per poster fee to cover costs. This does not include a student project that has been presented on campus as part of class requirements and is later revised and accepted at a professional meeting, or a faculty or faculty-student project accepted at multiple professional meetings.

Other Winthrop faculty or staff, psychology graduate students, and psychology alumni may request a poster at a cost of \$30 to cover costs. Psychology faculty or staff requesting a poster for personal use, or in addition to the allotted number above must also pay a \$30 fee. For any poster printed with a color background the fee is \$40.

#### **How to Request a Poster**

Come to the Psychology office in 135 Kinard and fill out a Request for Poster form located at the front desk. Fill out the form and return it with either a CD or flash drive containing the PowerPoint file. An email with a PowerPoint attachment is also allowed in order to turn in a file, however a notice of this must be written on the Request for Poster form when it is turned in.

## **How to Format a File for Printing**

Use Microsoft PowerPoint to create a single slide for your entire poster. You can obtain specific details in how to format your file by picking up information from the psychology office or by going to the following link: \_\_\_\_\_

## **Deadlines for Submitting Requests**

Requests for posters should be made at least one week prior to the date needed. If you do not receive an acknowledgement within 48 hours that your request has been received, you should follow-up by calling 323-2117. The Department of Psychology is not responsible for unconfirmed or late requests. Additionally, it is strongly preferred that poster requests be made during the regular academic year. Requests made in the summer may require more lead time. Please check with Department staff before submitting summer requests.

### **For Questions Regarding Formatting or Making a Poster Request Contact:**

Klarysa Henry  
Graduate Assistant  
Department of Psychology  
Email: [henryk2@winthrop.edu](mailto:henryk2@winthrop.edu)

### **For Questions Regarding Printer Policies Contact:**

Dr. Joe Prus  
Professor and Chair  
Department of Psychology  
Phone: 323-2630  
E-mail: [prusj@winthrop.edu](mailto:prusj@winthrop.edu)