STUDENT POSTER DAY
APRIL 22\textsuperscript{ND}, 2016

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Office of Student Affairs
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- Official Notice
- Abstract and Poster Directions
- Poster Day Abstract Submission Form
- Printing Instructions
- Recommendations for Writing Abstracts
- Recommendations for Creating Posters
- Delta Omega Honorary Society in Public Health Award Criteria
- THIS PRESENTATION
ALL UPDATES WILL BE POSTED HERE! PLEASE CHECK REGULARLY!!

http://www.albany.edu/sph/studentposterday.php
IMPORTANT DATES

- **Abstract Submission**
  - Deadline: April 4th @ 5:00 PM
  - Abstracts will NOT be accepted after this date!!
  - ABSTRACTS MUST BE SUBMITTED VIA THE SUPPLIED LINK. WE WILL NOT BE ACCEPTING ABSTRACTS IN ANY OTHER FORMAT.
  - If you need italicized, bolded, or underlined words in the abstract, there is a section to specify this. (Google forms does not retain formatting)

- **Final Review by Mentors and Advisors**
  - Before Monday, April 4th
  - Please, have them review your abstract before submitting; what we receive will be printed.
  - Posters can be modified up until you present it.

- **Student Poster Day!! Friday, April 22nd, 2016**
Final submission date is April 4\textsuperscript{th} at 5:00 PM

Abstracts will NOT be accepted after 5:00 PM on April 4\textsuperscript{th}!!!

The abstract submission will be completed via Google Forms

You CANNOT save and return later

Write your abstract in a word doc first and COPY PASTE the sections into the Google Form.
All posters Highly Recommended to be converted and submitted to your selected printing company in PDF format.
- The employees at your selected service should be able to assist you with any file format questions.
- The SPH computer lab computers can be used to do this.
- Printing costs are to be covered by the student. It is suggested that you speak with your employers/mentors to see if they can cover this; it is also suggested that you coordinate with other students to find discounted prices.

Posters should be sized a maximum of 34” in height x 40” in width

Posters SHOULD have white or light background color
- Please do not try to print full color backgrounds. Rarely do they turn out well.
Design > Page Setup > width and height
Set Page size to 40” (w) x 34” (h)

Image Compression:
- File > Help > Options > Advanced > Image Size and Quality > select file from dropdown > check “Do not compress images in file”

Do not use PowerPoint Templates: They tend to have mishaps when sent to print.
MICROSOFT POWERPOINT 2007

- File > Page Setup > Custom > width and height
- Set page size to 40” x 34”
- Image Compression:
  - Insert first image > Insert Tab > Compression Settings > uncheck automatic compression > Target Output > select Print

- Do not use PowerPoint Templates!!!
Make the poster in CYMK color space
  - File > Document Color Mode > CMYK

Final submissions to printing companies SHOULD be saved as a PDF
SUGGESTED PRINTING OPTIONS

- Camelot Copy Center
  - 100 Fuller Rd
  - Albany, NY 12205
  - (518) 435-9696
  - $33* for 36”x48” color standard bond
  - $44* for 36”x48” color #32 bond
  - $55 for 36”x48” color photo gloss paper and finish

- FedEx Kinkos
  - 110 Wolf Road
  - Albany, NY 12205
  - (518) 482-9094
  - $144* for 36” x 48” color gloss finish
  - $87* for 36”x48” color matte finish

*Prices are estimates and may be subject to change.