

2017 WSU Showcase and GPSA Exposition Posters Tips for Using BCU's Poster Printing Services

WSU Academic Showcase Poster Guidelines

Guidelines for Academic Showcase posters can be found on the web at <http://showcase.wsu.edu/academic-showcase/presentation-guidelines/>

Poster size

Academic Showcase posters which are being created just for this event are asked to be no more than 48" x 48" to allow for greater participation, however posters displayed at previous professional meetings are welcome, regardless of size (please indicate size on your submission form).

Setup Times

The poster session will take place in the CUB M.G. Senior Ballroom. Posters can be hung between 1:00 – 6:00 pm on Thursday March 30th. BCU will stay open until 5:30 Thursday evening. If you work outside of the Pullman area you can set up between 8-8:30 AM on Friday, March 31st. BCU will be open at 7:30 AM to accommodate poster pickup for attendees.

BCU Academic Showcase Poster Guidelines

We have been printing posters for researchers for over 20 years, and it is a service that we take great pleasure in providing. All of our work is 100% guaranteed for customer satisfaction. We have four 60" wide format printers, three large format laminators, and well trained staff to assist you.

Turnaround Times

Poster files received by BCU before **10:00 a.m.** are printed and ready for pick-up by **4:30 p.m.** the next working day. Since printing volume is at its heaviest the week before Showcase and SURCA, the earlier you can bring your poster in the better!

Last Minute Rush?

There is a **rush fee** for all posters needing a faster turnaround time. No exceptions. To avoid a RUSH fee you need to have your poster to BCU by 10:00AM on Wednesday, March 29th.

50% rush fee for posters in before 10 a.m. and needing same day turnaround.

50% rush fee for posters in after 10 a.m. and needed the following afternoon.

100% rush fee for posters submitted after 10 a.m. and needing same day turnaround.

Last Minute Poster Pick Up

We don't encourage you to wait until last minute, but sometimes its unavoidable. If you do, there will most likely be a lot of others who have done so too. To make your pickup easier, follow these guidelines:

Thursday before Showcase we will make every effort to call you as soon as your poster is done so you can pick it up before 4:00. We traditionally have a heavy turnout for poster pickups on Thursday afternoon and Friday morning, March 30 & 31. BCU will stay open until 5:30pm on Thursday. If our front desk pickup gets overly busy Thursday or Friday morning we will have two well marked locations for pickup of posters:

1. Pre-paid line. The pre-paid line moves quickly, so we encourage you to pay when you submit your file.
2. Pay at pickup line. This will move more slowly, so if you don't want to wait, please pay in advance when you submit your file.

Payment

Payment can be made in advance (best option for Showcase and Academic Showcase) or at time of pick up. Posters cannot leave our shop without payment. No exceptions.

- We take IRI's from departments. They can be faxed/emailed in advance or delivered in person at the time you pick up the poster. If you do not have an IRI you will need to plan to pay by credit card and be reimbursed by your department.

- We also take VISA, MasterCard, CougarCard and checks if you wish to pay for it personally (we cannot accept WSU purchasing cards). Sales tax will be added to the final bill. We do not accept cash.

Download Poster Templates for PowerPoint: We have created some easy to use poster templates for you!
<http://bcu.vetmed.wsu.edu/posters/how-tos>

Formatting Your Poster

PowerPoint is the most user friendly option if creating a poster is new to you. Create the poster on ONE slide by setting the dimensions of the slide to how big you want the poster. We have a step by step guide to using PowerPoint on our website.

<http://bcu.vetmed.wsu.edu/docs/librariesprovider14/docs-bcu/powerpoint2007posterguidelines.pdf?sfvrsn=0>

PDF is very easy for us to print from with excellent quality. You can save to pdf from most programs. Please make sure the file size is saved since the program tends to automatically save as 8.5x11. (NOTE: you can easily see the size of a pdf file by hovering the mouse over the lower left corner.)

QUESTIONS? We will be happy to answer any questions you have. Don't waste valuable time trying to figure things out when we can answer them for you in a couple of minutes!

Submitting Your Poster is easy

Getting a poster to us is easy with our web-based dropbox. Please make sure your file is PRINT-READY.

1. Click on this link, <https://dropbox.vetmed.wsu.edu/bcu/> and follow the instructions (or go to our web site, <http://bcu.vetmed.wsu.edu> and click on "File Drop Box" on the top left)
2. IMPORTANT: Your order is not complete until you call us at 509-335-2624

Benefits of submitting your poster early.

1. In the event of an error you have time to reprint it. If the error is ours we reprint free. If the error is yours, we will only charge you 50% more.
2. No lines to wait in to pick-up your poster.
3. Accounting people can get your payment information to us in time.
4. Peace of mind for you.
5. The BCU Staff will appreciate it!!! ☺

Pricing

We bill out by the square footage of your poster. You do not pay for any excess paper and there are no hidden fees!

We have many different media to print on.

- Heavyweight Coated paper: matte finished paper - \$4.50/sq. ft.
 - Semi-gloss/Lustre: heavy photo paper that is readable from all angles - \$5.75/sq. ft.
 - Foldable fabric: matte surface non-creasing foldable fabric made of recycled soda bottles - \$6.00/sq. ft.
 - Tyvek: water-resistant, no-tear, durable matte surface - \$7.00/sq. ft.
 - We have other mediums listed on our web site, but these are the most common ones used for Showcase and Academic Showcase conference posters.
- Note that all fees above are regular turnaround pricing and in order to avoid a RUSH fee you need to have your poster to BCU by 10:00AM on Wednesday, March 29th.

Contact Information

Hours: Monday – Friday, 7:30 a.m. – 5:00 p.m.
Phone: 509-335-2624
FAX: 509-335-6094

Email: BCU@vetmed.wsu.edu
WEB: <http://bcu.vetmed.wsu.edu>
FILE DROPBOX:
<https://dropbox.vetmed.wsu.edu/bcu/>