



THE UNIVERSITY OF
MAINE

Printing and Mailing Services

Student Symposium Poster Printing Instructions:

Use the correct CUGR provided PowerPoint template when designing your poster.

- Poster Presentation - 36" x 48"
- Exhibit Presentation - 24" x 36"

Bring both your PowerPoint and a pdf file with you to our office.

- Send them to: um.printing@maine.edu
- Share them on Google Drive to same address
- Bring a flash drive with you

Plan on spending ten to fifteen minutes with one of our Customer Service Representatives at our office.

- Fill out a numbered poster submission form
- See a scaled down proof version of your poster while you wait
- Sign off on your proof version

Wait for a call from a Customer Service Representative that your poster is ready.

- Provide your poster submission form number/name on the poster
- Sign for your poster
- Pay any balance due
 - ⇒ Cash
 - ⇒ Check made out to University of Maine
 - ⇒ Signed IDO form from your department



Congratulations!

