Poster Printing Checklist

Development

- ✓ Is your poster written with a lay, non-specialist audience in mind?
- ✓ Is there enough background/contextual information for a non-specialist to understand your work and its significance?
- ✓ Did you discuss the implications of your research for your field and the community at large?

Proofing

- ✓ Did you proofread your poster, including the headings?
  - ➢ Note: MS Word's spell-check does not check any text that is in all caps, so you must do it yourself.
- ✓ Are all the special symbols, tables, and mathematical equations correctly displayed?
- ✓ Are images properly embedded (not covering up text)?
- ✓ Is your name (and the names of any co-authors) listed?
- ✓ Is your program listed?
- ✓ Did you include your title?

Specifications

- ✓ Is the document orientation for your poster set to "landscape"?
- ✓ Is your poster the correct size (36" X 48")?
- ✓ Is your file saved as a .pdf file?

Instructions

1. Files will be uploaded to the abstract submission form found at https://app.smarterselect.com/programs/64754-Texas-Tech-Graduate-School
2. **Posters are due along with abstracts by 11:59PM on February 19, 2020** through the site noted above. No posters will be accepted after this deadline.
3. **The Technical Coordinator reserves the right to require revisions, so early submissions are highly encouraged.**
4. The Graduate School will send the posters for printing to the Print Bureau in the College of Human Sciences. The Graduate School will pick up your poster for you and bring it to the Student Union Building.

Additional Notes

- You will NOT qualify for the one free printing if you send your poster to the Print Bureau yourself: you will have to pay for the charges. You must submit your poster along with your abstract.
- Students accepted into the competition get one free poster print.
- If you find errors that you missed when you originally sent your file, you are responsible for paying for any additional printing.