

**RESEARCH POSTER PRINTING IS AVAILABLE FOR  
SCTE STUDENTS IN THE DEAN'S OFFICE (CAPUTO 206)**

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- PRINTING REQUESTS SHOULD BE SUBMITTED ***AT LEAST 24-HOURS*** PRIOR TO THE DUE DATE
- ALL POSTERS SHOULD BE ***CAREFULLY REVIEWED PRIOR TO SUBMISSION***. BARRING ANY TECHNICAL ISSUES DURING PRINTING, POSTERS WILL NOT BE RE-PRINTED DUE TO AUTHOR ERROR.
- FILES MUST MATCH THE **EXACT** DIMENSIONS OF THE POSTER TO BE PRINTED AND SHOULD BE SUBMITTED IN BOTH POWER POINT AND PDF FORMATS.
- FILES CAN BE DELIVERED TO CAPUTO 206 ON A FLASH DRIVE OR EMAILED TO MARIANNE FRANTZ AT THE ABOVE ADDRESS, WITH THE FOLLOWING NOTED IN THE EMAIL:
  - POSTER DIMENSIONS
  - TYPE OF PAPER TO BE USED
    - **PLAIN BOND – 42" WIDE**
      - *Bond paper is to be used for class projects and conference posters, if requested.*
    - **GLOSSY – 36" WIDE**
      - *To be used for conference presentations only*
- POSTERS WILL BE PRINTED ***BETWEEN THE HOURS OF 8AM-3PM*** ALTHOUGH **IMMEDIATE PRINTING IS NOT GUARANTEED.**
- PRINTED POSTERS SHOULD BE COLLECTED FROM THE DEAN'S OFFICE AS SOON AS POSSIBLE AFTER RECEIVING NOTIFICATION THAT PRINTING IS COMPLETE TO AVOID PILE UP/POSTER DAMAGE.