

Poster Presentation Printing Instructions

SURF 2024

The Office of the Vice-Principal, Research and Innovation (OVPRI) will cover the cost of printing ONE free poster on regular poster grade paper 42 by 36 inches, if you send your poster for printing via the UTM ServiceNow Portal (<https://uoft.service-now.com/utm>) by Thursday, August 8, 2024, by 4 PM.

1. Create your poster size to be 42" wide x 36" high, landscape orientation. Failure to design your poster to the specified size could lead to problems. To avoid sizing issues, please follow the SURF 2024 poster template ([link here](#)).
2. Ensure your file has been converted to a PDF file with all fonts embedded (see additional note on page 2).
3. Ensure your images are at least 150 dpi.
4. Submit your poster in PDF format to the UTM Print & Copy Centre via the UTM ServiceNow Portal (<https://uoft.service-now.com/utm>) by **August 8, 2024, by 4 PM** to ensure it is printed in time for the event. Standard Print Shop SLA and rush fees applies for all submissions after Aug 8. Please visit, [The Print Shop | Hospitality & Ancillary Services \(utoronto.ca\)](#) for more details.
5. Please follow the steps below to ensure your poster is printed correctly:
 - a) At the landing page select "Print Shop" then select "Request Wide Format Prints."
 - b) Enter a short description for your poster. For posters printed to present at SURF 2024, please enter the class code "SURF 2024.lastname.firstname".
 - c) Enter your preferred phone number under "telephone." This will allow the Print Shop to contact you should a change need to be made.
 - d) Under "Select a wide format printing option" select "Posters."
 - e) Under "Quantity" enter "1".
 - f) Under "Special Instructions" please enter your faculty supervisor's name and add any additional details we need to know about your file, or anything regarding the output of the poster.
 - g) Check the box under "Copyright Agreement" and "Customer Acknowledgment."
 - h) Under "Delivery Options" select "Pickup."

- i) Students are to leave the fields under “Billing Information” blank if they are participating in the SURF 2024 Poster Presentation and have submitted their posters for free printing by the free printing deadline (August 8, 2024).
 - j) Select “Add Attachments” to upload your poster (in PDF format) then select “Submit.” File naming convention: SURF 2024.lastname.firstname”.
 - k) You will be emailed twice: once to confirm your submission, and again when your poster is ready to be picked up.
6. Projects can be picked up at The Print Shop, located in the William G. Davis Building, suite 1132 (down the hall from the UTM Bookstore) Monday to Friday from 9:00 a.m. to 4:30 p.m.

Contact the UTM Print and Copy Centre

For questions, please contact the UTM Print and Copy Centre via the messaging option on your Service Now ticket. **If students have questions before submitting their posters for printing**, please contact the UTM Print and Copy Centre via email (copy.utm@utoronto.ca).

Students will be responsible for the cost of reprinting if they do not follow instructions outlined in this document.

An Important Note on Fonts:

If you do not embed fonts in your PDF, your text may look different in the printed version than it looks on screen. Please embed fonts to ensure your poster prints as you intended. If you require assistance embedding your fonts, please add a note to your Service Now Ticket.

