Poster Presentation Printing Instructions
SURF 2023

1. Create your file at the size you would like the printed poster to be (i.e. if you need your poster to be 36 inches by 42 inches, set your artboard/slide to that size). Maximum size of your poster is **42 inches wide by 36 inches high** (106.68 by 91.44 centimeters).

2. Submit your poster in **PDF format ONLY**. No other format will be accepted. Name your PDF file as: 2023 SURF [lastname_firstname] (ex: 2023 SURF Doe_Jane). Ensure your file has been converted to a PDF file with all fonts embedded (see additional note at the end of this document).

3. The Office of the Vice-Principal, Research (OVPR) will cover the printing cost of **ONE** poster on regular poster grade paper. Laminate posters are not available. Submit your poster in PDF format to The UTM Print & Copy Centre via the UTM ServiceNow Portal (https://uoft.service-now.com/utm) by **no later than 4:00pm on August 8th, 2023 (firm deadline).** Presenters who submit after the deadline *(without prior late-submittal approval)* must pay to print their posters.

4. 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. Please enter "2023 SURF lastname_firstname" in the description

   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 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" if you are a student. Staff & Faculty may select either delivery or pickup options.

   i) Students are to leave the fields under "billing information" blank if they are participating in the 2023 SURF Poster Presentation and submitting their posters for printing by 4pm on August 8, 2023.

   j) Select "add attachments" to upload your poster (in PDF format) then select "submit"

k) You will be emailed twice: once to confirm your submission, and again when your poster is ready to be picked up.

5. 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 9am to 4:30pm.

Contact the UTM Print and Copy Centre

For questions, please contact the UTM Print and Copy Centre. You can reach them by phone at 905-828-5248 or via the messaging option on your Service Now ticket.
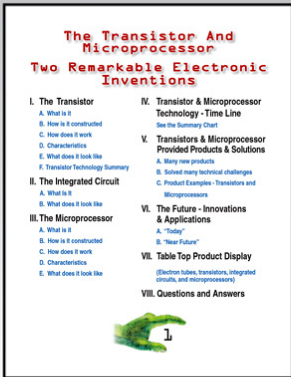
An Important Note on Fonts:

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 ensure you add a note to your Service Now Ticket.