

POSTER PRINTING

All [poster printing](#) takes place on a Wednesday with a deadline for order submission of Tuesday before 5:00pm or before all 60 available printing slots have been filled for that Wednesday. Poster related matters are handled exclusively via email by contacting posters@abraxas.wustl.edu between the weekday hours of 7:30am and 4:00pm (excluding WUSM observed holidays or days when the Center is closed).

If you are a new investigator that is printing with Knight ADRC for the first time, it is recommended that you review, at a minimum, the following pages well in advance of the submission deadlines to avoid potential problems with your poster:

- [Guidelines](#)
- [FAQ](#)
- [Fonts & Posters](#)
- [Logos & Templates](#)

COST OVERVIEW

Knight ADRC affiliated, Research Education Component Scholars, and Dr. B. Joy Snider T32 pre & post-docs receive 1 free print for each distinct poster for either the Pre-Poster event or for AAIC (if not presenting at the Pre-Poster event). Any reprints are at full price. You can view the current cost for printing through the Knight ADRC at the [Cost & Billing](#) page. The cost for a 45" wide by 42" tall poster (the max size for AAIC) would be \$37.35.

AAIC PRINTING DEADLINES:

Knight ADRC Pre-Poster Session

All posters to be presented at the Knight ADRC Pre-Poster session on July 23, 2024, must be submitted **BEFORE** 5:00pm (or before all 60 print slots are taken) on July 16 for printing by the end of day on July 17.

Knight ADRC affiliated, Research Education Component Scholars, and Dr. B. Joy Snider T32 pre & post-doc poster presenters should submit their posters for printing using this special form: <https://knightadrc.wustl.edu/pre-aaic-event-poster-form/>. Posters must display the [Knight ADRC logo](#) to qualify for the first free print.

All other presenters at the Pre-Poster session should use the normal [Online Oder Form](#).

AAIC Meeting Posters

For Knight ADRC Pre-Poster Session reprints, revised files must be submitted via the Knight ADRC Pre-Poster Session order form: <https://knightadrc.wustl.edu/pre-aaic-event-poster-form/> **BEFORE** 8:00pm on July 23, 2024. Note that re-prints are NOT free. You will be required to provide a Cost Center responsible for covering the cost of your poster. Cash, check, or credit card are not accepted.

For posters that were **NOT** a part of the Knight ADRC Pre-Poster Session on July 23, 2004 that are being presented at the AAIC meeting the week of July 28, these posters must be submitted **BEFORE** 5:00pm (or before all 60 print slots are taken) on July 23 for printing by end of day on July 24 via the normal Knight ADRC [Online Oder Form](#). Knight ADRC affiliated, Research Education Component Scholars, and Dr. B. Joy Snider T32 pre & post-doc poster presenters should make sure to note "CC0003717" for the *Cost Center Number* and "ADRC Covered" in the *Departmental Billing Contact* **ONLY** if this is their first

poster print. If your order is a reprint or you are not one of the specific groups previously mentioned, please fill in the order form with the appropriate cost center and department that will handle payment.

AAIC POSTER SIZE REQUIREMENTS

- The 2024 [AAIC max size](#) of the landscape display space is 45" (114.3cm) wide x 45" (114.3cm) tall. **This is a change from prior years!**
- Poster presenters using PowerPoint to design their posters should set a custom slide size of 45" wide by 42" tall when creating their poster for AAIC. InDesign and Illustrator users should set their size to 45" wide by 42" tall as well before designing their poster.

AAIC POSTER PRINTING LIMITATIONS

- Posters from MIR or bearing the MIR logo are not eligible for printing at the Knight ADRC as they have their own printing service. Poster for MIR will be rejected by the Knight ADRC.
- Printing requests must meet deadlines listed above and follow all [Guidelines](#).
- **ALL** poster submissions ordered online by the appropriate deadline by using the appropriate order form linked above in the *AAIC Printing Deadlines* section.
- Submitted poster files must be in PDF format. Orders submitted in other formats will be rejected. Refer to the *Properly Create a PDF from PowerPoint* section from the [Guidelines](#) page.
- All files submitted to the Knight ADRC are considered "print ready." This means that we assume you have read the linked poster printing website pages at the beginning of this document. You have properly proofed your file and you understand how to determine what your poster will look like when printed by using a program's zoom/magnification function. We are not responsible for spelling errors or graphics that appear pixelated when you insert images that are of insufficient resolution.
- Failure to submit a poster by the deadlines listed below or one that falls outside approved guidelines may result in your poster not being printed at the Knight ADRC. Be available and responsive when asking questions or when submitting a poster order in case there are problems with your poster.
- Email posters@abraxas.wustl.edu well in advance of the submission deadline with any questions after having reviewed the poster printing website. Note that most questions have an answer explained in detail on one of the [Knight ADRC Poster Printing](#) related webpages.