

The Library is excited to sponsor your poster printing for the upcoming graduate student research event at UTM.

The library will cover the cost of printing **ONE** free poster on regular poster grade paper.

**BE AWARE that for this event there are specific requirements that apply to printing your poster.**

- a) Your poster must be submitted in **PDF** format.
- b) Your poster must be sized at **42 by 36 inches** OR **106.68 by 91.44 centimeters**.
- c) **It is your responsibility to proofread your final poster before submitting it for printing (there is no second free printing).** Email [posters@utoronto.ca](mailto:posters@utoronto.ca) and attach the final version for printing to this email. You will be emailed twice; once with a confirmation of receipt and again when your printed poster is ready for pick up. Please label your attachment with your **lastname\_firstname** to avoid confusion.
- d) Your poster **MUST** be submitted by **Sunday April 26, 2015 at 5 pm**. The reason for this submission date is to allow sufficient time for printing all of the submitted posters. Posters submitted after the deadline are not eligible for free printing and you will receive an email with the price prior to the poster being printed.
- e) It is strongly requested that you use a light background.
- f) Your final poster will be printed on poster presentation grade poster paper. The library **DOES NOT LAMINATE THE POSTERS.**

A few more pieces of information:

- Make sure to set your page size (or slide size in PowerPoint) to **42 by 36 inches** OR **106.68 by 91.44 centimeters** to ensure maximum resolution.
- Here is a link to general information on poster printing at the UTM library  
<http://library.utm.utoronto.ca/posters>
- Here is a link to the guidelines for poster printing at the UTM library –  
<http://library.utm.utoronto.ca/datagis/plotterprinting/guidelines>

For further information about Maps/Visuals/Poster Printing, please contact:

Tanya Kenesky

GIS/Data Technician

[tanya.kenesky@utoronto.ca](mailto:tanya.kenesky@utoronto.ca)

For further information about Graduate Student Research Assistance, please contact:

Wendy Traas

Liaison Librarian

[wendy.traas@utoronto.ca](mailto:wendy.traas@utoronto.ca)