

# HGHC Global Health Conference Poster Order Form

- 1) Create poster in Powerpoint.
- 2) Change **PAGE SIZE** to one of the sizes below. (click on Design Tab, click on Page Size)
- 3) When finished, print an 8 ½ x 11 copy. Proof, edit and revised until satisfied.
- 4) Please fill out information below.
- 5) Use **TAB** key to get to next section and use **ENTER** to **check** boxes.
- 6) When finished, **SAVE TO:** your computer and close.
- 7) Create an email: Attach your Poster Order Form and your PowerPoint.
  - a. Please: one order form and one file per email
- 8) Please put the **first THREE words** of the title of the poster on the **PROJECT NAME/Title** on the **EMAIL'S SUBJECT LINE**. Please have them the same in both areas.
- 9) Send to the Print Shop.
- 10) Notification will be emailed to come and sign **ON** the color proof. This is for verification on color and overall visual effect.
- 11) Notification will be emailed when Poster is ready for pick up.

**DEADLINE:**

Students need to HAVE **SIGNED** THE **PROOF COPY** by **3 PM**, TUESDAY, **Oct. 10** 2017.  
 Please submit your order early with the proof deadline in mind.

|                                                                      |                                 |
|----------------------------------------------------------------------|---------------------------------|
| Today's date:                                                        |                                 |
| Date needed:                                                         | Thursday, October 12th by 4 pm. |
| <b>PROJECT NAME/Title</b><br><b>(first THREE WORDS only, please)</b> |                                 |
| Requested by (person emailing):                                      |                                 |
| Event:                                                               | HGHC Global Health Conference   |
| 12-digit account #:                                                  | 110-1435-50999                  |

|              |              |
|--------------|--------------|
| Poster Size: | 42" x 54.35" |
|--------------|--------------|

**DMU printing waiver:**

Please check **ONE** box & and type in your initials.

**Only ONE, please!**

|                                                                                       |                          |          |
|---------------------------------------------------------------------------------------|--------------------------|----------|
| I certify that no copyrighted material is included in this poster.                    | <input type="checkbox"/> | initial: |
| Meets classroom copyright criterion for "brevity, spontaneity and cumulative effect." | <input type="checkbox"/> | initial: |

Cost: **\$20**

Date Finished:

Done by:

**Thank you for using the Print Shop for your printing needs!**