

# Heartland Global Health Consortium Conference Poster Order Form

- 1) Create poster in Powerpoint.
- 2) Change **PAGE SIZE** to 42" x 54.35". (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; only one person submits per project.
- 8) Please put the **first FOUR words** of the title of the poster (indicated below in **PROJECT NAME/Title**) in 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 **3:00 PM, TUESDAY, NOV. 6, 2018**.  
Please submit your order early with the deadline in mind.

Today's date:	
Date needed:	3pm on Thursday, November 8
<b><u>PROJECT NAME/Title</u></b> <b><u>(first 4 WORDS only, please)</u></b>	
Requested by (person emailing):	
Event:	Heartland Global Health Consortium Conference
12-digit account #:	110-1435-50995

Poster Size:	42" x 54.35"
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### **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! 😊**