Department of Epidemiology
Poster Printing Policy

The Department of Epidemiology maintains a poster printer for the convenience of its students and faculty who are presenting their research at internal and external symposia and conferences. The printing service is operated out of the department’s Academic Support Core, located in W6508, in the Bloomberg School of Public Health (615 N. Wolfe Street).

Below are some policies and guidelines to keep in mind when submitting a poster for printing; these are designed to maintain consistency and provide a fair service to everyone:

**PRINTING**

The Department’s poster printer can accommodate both a 36” and 42”-wide paper. Please make sure the height/width of your poster is 42” or less. All posters are printed in color on coated heavy-bond matte poster paper. The Department does not print fabric/vinyl posters. While the Department offers poster printing, it does not provide poster supplies (tubes, cases) nor does it ship posters. All posters must be picked up by the recipient or other person the recipient designates. The poster printing is for research posters only – no personal requests (child’s school project, birthday parties, etc.) will be accepted.

**COST**

- Department of Epidemiology Graduate Students (Masters and Doctoral): $20 per poster*
- Department of Epidemiology Faculty and Postdoctoral Fellows: $25 per poster*
- Outside (non-Epidemiology) Graduate Students and Postdoctoral Fellows: $50 per poster
  However, students/postdocs must be affiliated with an Epidemiology-related event, i.e. Genetics Research Day, Cancer Epidemiology Poster Session, Research on Aging Showcase, etc.)
- Outside (non-Epidemiology) Faculty: $80 per poster

*NOTE: Department of Epidemiology faculty and students will not be charged to print posters for the following Epidemiology-sponsored events: Faculty Research Day and the Master’s Poster Session. Faculty and students presenting at track-specific poster sessions (Genetics Research Day, Cancer Epidemiology, Prevention and Control Poster Session, Research on Aging Showcase) will be charged accordingly.
PAYMENT

ALL posters, regardless of Department/School affiliation, must provide a sponsored or non-sponsored budget number/cost center/internal order number to charge the printing cost. Students will need to contact their advisers for this information. Cash, check or credit card will not be accepted. Please secure a budget number prior to submitting a printing request.

FORMAT & POSTER REQUESTS

Posters should be submitted as a PowerPoint or PDF and must be ready to print (the department does not design posters, but can provide examples and information for templates). Complete the poster printing request form and email it and your poster to the Department’s Academic Service Core: jhsphepiasc@jhu.edu. Keep in mind that some posters designed on a Mac may have distorted formatting on a PC. The Academic Support Core will contact the sender if distortions are noticed.

DEADLINE

Posters must be submitted at least 48 hours prior to the desired pick-up time. Posters submitted less than 48 hours before a desired pick-up time may be refused.

DISCLAIMER: The Department of Epidemiology Academic Support Core reserves the right to refuse any posters from outside the department during peak volume. The Department also reserves the right to refuse any (Epidemiology or otherwise) poster submitted less than 48 hours before the desired pick-up time. Posters may also be refused if the printer is unavailable due to maintenance issues.