



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 requesting poster 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 *or* 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 another person the recipient designates. Poster printing is for epidemiology 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*

*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 Masters 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.

ELIGIBILITY FOR PRINTING

Poster requests will only be considered for faculty and postdoctoral fellows with a ***primary*** appointment in the Department of Epidemiology and students seeking an epidemiology degree. The requester must be a listed author on the poster.

Non-Epidemiology faculty, postdoctoral fellow and student poster requests (including joint Epidemiology appointments, the Johns Hopkins Hospital, Johns Hopkins University School of Medicine and Johns Hopkins University School of Nursing) ***will not*** be considered.

There is a [FedEx Office Print & Ship Center](#) on the East Baltimore Medical Campus that has poster printing services.

PAYMENT

ALL requests 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, credit card and student account numbers ***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 Support Core: jhsph.epiasc@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 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 or staff leave.