Requesting a conference poster from the Geisinger Print Shop

Ensure that all verbiage and images have been approved from all authors, instructors, etc. *before* submitting your request.

- Fill out a print request with the following sections:
    - The requestor's name and phone number (This is the individual the print shop will contact with any issues or questions.)
    - Department name
    - Accounting unit number
    - Date requested
    - Date needed
    - Job title (Name of your poster)
    - Your internal zip (See mailing info below)
    - Copies needed
    - Any special instructions
- Make sure you are indicating the size of the poster you want. The print shop does not know of the specific sizes that are required for your conference. (Width is first dimension and length is the second dimension)
- Mailing Info: Specify how you want the poster delivered to the requestor - internal mail delivery, pick up at the print shop or FedEx to the conference location. We can FedEx to the hotel where you are staying or the conference center itself. PLEASE NOTE: YOU ARE RESPONSIBLE FOR ALERTING THE HOTEL OR CONFERENCE CENTER THAT THERE IS A PACKAGE THEY WILL NEED TO HOLD FOR YOU.
- Indicate if you need small 11 x 17 poster(s) included with your print.
- Submit the print request, along with any files that are needed to produce the poster, including: Diane Latranyi, Tom Adams, Rebecca Roberts and Andrew Hoke.
- Once the print shop receives the request and files, they will process the order. They will send you a proof for approval before printing. They will not print anything without approval from the requestor.
- Time frames are dependent on workloads within the shop. Rush orders (print needed in three days or less) need to be brought to the attention of Melissa Wallis for approval. Allow two weeks for the entire process depending on revisions, approvals of the requestor, and shipping times.

DO NOT use any images copied from Google or other search engines. The print shop has access to the stock photo site iStockPhoto.com. If there are images that you are interested in, feel free to search that site and send us the Stock Photo ID. You can find the ID number by clicking on the image from the gallery. There may be restrictions to certain images. The number is to the bottom right of the sample image. The print shop will make the determination with Marketing and Communications, if needed, in order to uphold Geisinger's branding.

If templates aren't in the correct specifications for a particular conference, folks can email Diane Latranyi dlatranyi@geisinger.edu at the Print Shop for help.