**UB Poster Printing Instructions**

**Poster Requirements**

* **Title/Authors/Affiliations:** must appear across the top of poster
* **Size**: 4’ tall x 4’ wide size limit for poster

**UB PRINT SERVICES**

**UB print orders must be submitted online web-to-print ordering system here: https://buffalo.webdeskprint.com**

**UB Print Services will no longer accept manual print orders. Once you register, you will be able to:**

* + Order printing of a wide variety of items (e.g., business cards, letterhead, documents, posters, etc.) in color, black and white and in a wide variety of paper types
  + Get cost quotes
  + Track order progress
  + See order histories for reordering and budgeting purposes (unfortunately, thehistoryof orders place in the old printing system will not be available)

**Submit your online print order:**

**Register to use the new system**

1. Before you register, please open a new browser:
2. Disable pop-up blockers
3. Ensure you have the latest version of Acrobat Reader installed
4. Use the Google Chrome browser for the best user experience2.T
5. To register, go to: https://buffalo.webdeskprint.com
6. Click “Log In” and begin registration using your UBIT credentials.
7. You may begin using the system as soon as you receive a confirmation email from UB Print Services indicating that your registration has been approved.

**HELPFUL TIP:** Bookmark UB’s new Print Ordering web page for easy future access: https://buffalo.webdeskprint.com

*Questions: Pam Hyman, UB Print Services, 716-829-2930,* [*pamelaza@buffalo.edu*](mailto:pamelaza@buffalo.edu)

*SAMPLE:*

Sample of a printed poster


**4’ Max.**

**RESOURCES:**

UB poster templatehttp://www.buffalo.edu/brand/resources-tools/ub-templates-and-tools/research-poster.html

•NPR article: To Save The Science Poster, Researchers Want To Kill It And Start Over -June 11, 20193:45 PM ET, Heard on All Things Considered, Nell Greenfieldboyce, Correspondent, Science Deskhttps://www.npr.org/sections/health-shots/2019/06/11/729314248/to-save-the-science-poster-researchers-want-to-kill-it-and-start-over

•Mike Morrison you tube video: https://www.youtube.com/watch?v=1RwJbhkCA58

•EdSurge article: Research Posters Are a Staple of Academic Conferences. Could a New Design Speed Discovery?

•Jun 21, 2019By Jeffrey R. Younghttps://www.edsurge.com/news/2019-06-21-research-posters-are-a-staple-of-academic-conferences-could-a-new-design-speed-discovery

•New Research Poster Designhttps://apple.news/Av4rr4UhwSS-7i6cEYl08\_w