

Poster Creation & Submission instructions for LUROP 2024

All posters must be submitted no later than **Saturday, April 13th by Midnight**.
Posters submitted late are subject to our 72-hour guaranteed turn-around window.

Creating the Poster

1. Go to <https://www.luc.edu/its/dms/printingposters/posters/> and download the **42 x 42 .PPTX template**
2. Consider these common sections of a research poster you may want to include:
 - **Title of Research Project**
 - **Names of Student Researchers and Faculty Mentors**
 - **Abstract:** Provide a brief synopsis of the research study.
 - **Introduction:** Explain the purpose of the study.
 - **Methods and Research Design:** Describe the research methodology and design.
 - **Results:** Describe and explain the results from your data analysis.
 - **Discussion/Conclusion:** Share conclusions of your study and impact on future research.
 - **References and Citations:** Be sure to list all relevant references and citations.
 - **Images / Charts:** These keep visual interest on your poster and can help visualize data.
 - **Loyola Logo:** Download official Loyola University Chicago logos at <https://www.luc.edu/umc/brandstandards/graphicidentity/theloyolalockup/>
3. Save your .PPTX file frequently to ensure you do not lose any work
4. When your poster is completed, **File > Save as PDF** and use this PDF file for submission
 - **Please use a unique identifier when naming your PDF**, such as *Your Name* or *Research Project Title* (we receive over a hundred submissions from LUROP and it helps to avoid confusion when processing!)

Tips and Reminders

- When creating your poster, you are highly encouraged to use:
 - A **blank white background**: Do not use a color background
 - A **standard, easily readable font**, such as: Arial, Times New Roman, Helvetica, etc.
 - **Color**, but only sparingly, to highlight information or to direct attention to a specific section
 - **High-resolution images** to complement the text: When inserting images, do not copy & paste. Instead, save the image first, and then insert it directly onto the slide.
- Leave *at least* a **0.5 inch margin** around your poster to ensure no text or images are cut off when printing
- To preview your poster, open the file using Adobe Reader or Adobe Acrobat
 - Under the view/zoom, select Actual Size
 - Make sure there are no pixilated images or quality issues



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<https://www.luc.edu/its/dms/printingposters/posters/>

LSC: Information Commons 2nd floor
WTC: Corboy Law Center Room 608

Submitting the Poster

Note: Have your poster completed and ready to submit before opening the submission form. Having the form open for longer than 15 minutes may cause the form to time-out and cause an error uploading.

1. Go to <http://luc.edu/posterprinting> and sign in with your UVID and password
2. Fill in the following fields on the form for Poster Details:
 - Quantity: 1 (adjust if you need multiple copies)
 - Length: 42
 - Width: 42
 - **Special Instructions: *LUROP Poster for 2024 approved by Kevin Kaufmann***
3. Upload your poster file
 - **Only submit PDFs**—although the form will accept other file formats, submitting as a PDF ensures there are no discrepancies between fonts, colors, images, etc. that may delay printing or affect the quality of your poster
 - If your file is over 10MB, upload to OneDrive and make sure you change the share settings to “anyone with the link can access”

Upload poster file

Please submit a PDF of your poster. See <https://www.luc.edu/its/dms/printingposters/posters/> for information on how to properly format your poster to avoid delays in processing.

Upload File

Remove All

or drop files here

File over 10,000 KB (10MB)?

For file upload, if over 10MB is selected you'll see the option below

File over 10,000 KB (10MB)?

Upload to OneDrive and copy and share the link here. *



4. Fill in the following fields on the form for Pickup Details:
 - Contact phone: *Your personal phone number in case we need to contact you*
 - Pickup location: *Either LSC or WTC, but the symposium is on LSC*
 - **Payment method: Account code**
 - **Account code: *24SPRINGLUROP***
 - **Budget admin UVID: *kkaufm2***
 - Budget admin name: *Should auto-fill to Kevin Kaufmann*
 - Someone else will pick up my print: *Check this box and write the names of your group members if you anticipate someone other than you picking up the poster*



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