

Poster Guidelines

Please choose from the poster templates we have provided by selecting the size you want.

[24" x 36"W - Landscape](#)

[36" x 42"W - Landscape](#)

[36" x 48"W - Landscape](#)

If the requirements for your poster differ from the templates we have provided, please ensure that the size of your slide matches the dimensions that you are requesting for the poster.

1. Go to the "Design" tab at the top of the ribbon in Microsoft PowerPoint.
2. On the right-hand side of the "Design" tab, find and select "Slide Size".
3. When given the drop-down menu, find and select "Custom Slide Size..."
4. Check to make sure the Width and Height are correct, as well as the "Orientation" of the Slide Size" - if not, then input the correct dimensions.

Note: Paper rolls are only 42", so please ensure your poster has a max width of 42", regardless of poster orientation.

Submitting Poster Request

Posters should be sent as either a PowerPoint (pptx) or PDF file via email to:

UMKCSSEposterjobs@umkc.edu

Each individual poster requested will require its own "Poster Print Order Form" to be filled out and attached to email. Click [here](#) for the order form.

Only one poster request is allowed per email. Multiple requests require separate emails.

For example, if you want to request 2 posters to be printed, you will need to fill out two separate order forms, sent in two different emails.

Poster Request Checklist

Check this before sending email

Does the slide size of the file match the requested poster dimensions?

Is the poster file attached as either a PowerPoint or PDF?

Does the poster have an order form filled out and attached?

Is there only one poster request attached to the email?

*All requests should be sent at least 48 hours in advance to the date needed.
Any requests sent within 24-48 hours of the date needed will be at risk of not being completed on time.*