**Poster Submission Information**

**POSTER PRINTING:**  
In-house poster printing at the Department of Natural Sciences (DNS) is offered at low-cost to our DNS students. The cost for DNS students is $25.00 CASH only - our office does NOT accept cards, Zelle, Venmo, Etc. but we can provide you with a receipt for your poster if requested. If you choose to have your poster printed elsewhere, you should notify both Lauran Soto and Don McFarlane ASAP: ([LSoto@ScrippsCollege.edu](mailto:LSoto@ScrippsCollege.edu) & [DMcfarlane@ScrippsCollege.edu](mailto:DMcfarlane@kecksci.claremont.edu) )

Take your time to edit, format and adjust your posters before submitting *on time*. If you discover an error after printing, you can request a revised print, but only on a time-permitting basis. Reprints require another payment of $25.00 CASH.

Posters will be available for pickup from the East DNS/Keck Lobby after Wednesday 12/04. The $25.00 CASH payment must be made to the front office in the East Lobby in office NS E181 *prior* to hanging your poster. Lauran can provide a receipt if needed.

**POSTER FORMATTING:**  
Please visit and review the Thesis documents and information on the [DNS/Keck Resource](https://www.kecksci.claremont.edu/student-resources/) page. There are multiple poster examples and a [downloadable template](https://www.kecksci.claremont.edu/wp-content/uploads/2022/01/template.ppt) with the correct dimensions. Your poster should be built as a single, very large, PowerPoint file using the dimensions and examples provided on the site. You may also walk the East Wing of DNS for completed posters from last semester.  
  
Completed Posters (PDF/PowerPoint) and Thesis Abstracts (Word format) need to be uploaded  
 no later than 12PM on Monday, December 2nd to: <https://tinyurl.com/w3bf5xed>)  
**Poster files must be labeled: “Last Name, First Name Poster.pptx” or “Last Name, First Name.pdf”  
Abstracts should be labeled in the same way. Ex: “Last Name, First Name Abstract.docx”**List of typical problems and ways to avoid errors:

1. Only PDF [.pdf] and PowerPoint [.pptx] files can be accepted for printing
2. SPSS graphs, DO NOT COPY AND PASTE. In SPSS Viewer, go to File, Export and export as JPEG.
3. NO TIFF's inserted into PowerPoint. (Logos are typically okay.) Convert to JPEG or GIF first!
4. Power Point Background Textures: this one varies depending on which textures you use, try using a similarly colored solid background, or gradient filled background instead.
5. Photoshop PSD's. DO NOT COPY AND PASTE into your poster. Export as Jpegs then insert jpegs.
6. Do NOT use "dotted lines" for borders of text boxes, use solid lines instead

Links and other information can be accessed on the DNS Thesis page: <https://www.kecksci.claremont.edu/student-resources/>   
  
Questions should be directed to Lauran Soto in the front office or via email: [LSOTO@ScrippsCollege.edu](mailto:LSOTO@ScrippsCollege.edu)