TABLE CLINIC/RESEARCH POSTER GUIDELINES

1. **Submit Job Request Form** *link to form>>*

2. **Meet with Joan Yokom: 4B30 | x56459 | jyokom@pacific.edu**

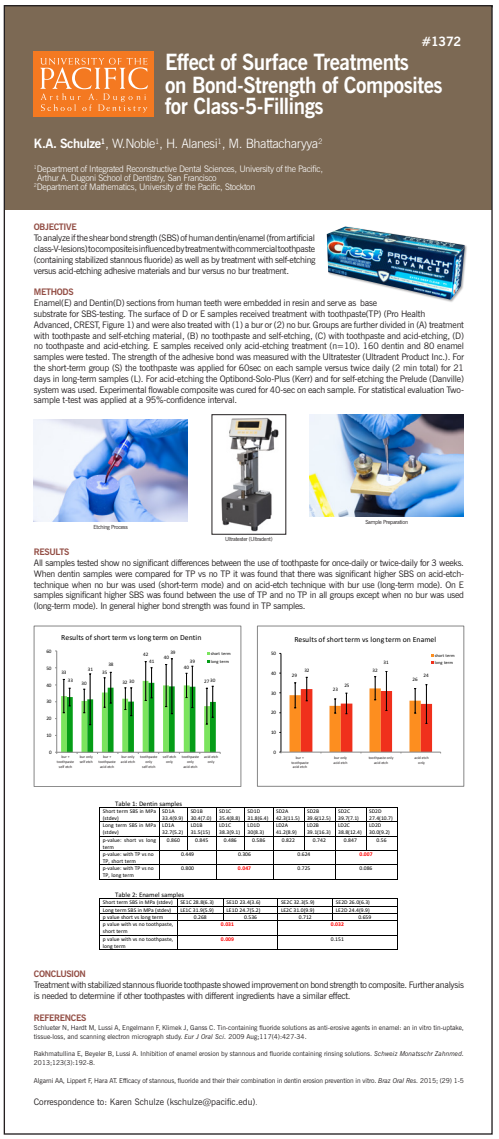
3. **Send all elements** for your poster including dimensions and due date

   - **Text - 1200 words** maximum in MSWord
     Please proofread all copy before submitting!
   - **Photos – original high resolution jpgs**
     (4x6 @ 300dpi; 8x10 @ 150dpi)
     Low-res images from the web are not acceptable.
   - **Charts/graphs** – one per page; in MSExcel
   - **Tables – table format** in MSWord; NO TABS

4. **Review and edit** drafts promptly and return to designer.

PowerPoint submissions are not acceptable.

Please allow a minimum of 5 working days
for poster layout, proofing, revisions, printing and delivery.



These are great examples of posters that show a good balance of copy to photos, charts and tables. Poster layout may be horizontal or vertical, depending on the requirements of the meeting where it will be presented.