

DCG's Poster Guidelines

The Document Control Group manages and maintains all of the equipment and supplies for the preparation of posters, banners, foam board and large lamination projects. Use of these resources is monitored by the DCG staff responsible to assist with your poster printing needs.

Your Poster may be printed here if:

- ✓ You are a Jefferson Lab computer account holder (i.e. staff, user) printing work or displays needed for your JLab work, work center or for a seminar, poster session, review or other event at JLab or for an event away from the lab, where you/your poster will be representing Jefferson Lab.
- ✓ The poster may be printed if it is representing individual JLab student intern research carried out at Jefferson Lab and is being presented at the request of the organization or agency that funded your internship at Jefferson Lab.
- ✓ Students: To have your JLab poster printed here, please provide Document Control with:
 - Your JLab email address
 - The name, date and location of the event your poster will be presented at
 - The name and division of your JLab sponsor
 - The poster's size and paper type (bond or glossy) requested

If your poster doesn't fall into these three categories, please check with your academic or research institution for printing resources available through them or see "Tips" on the Poster link of the DCG website.

Posters representing research conducted at Jefferson Lab should include the current version of the JLab logo. Image files are available at:

http://www.jlab.org//div_dept/dir_off/public_affairs/logo/

The DCG office recommends a "draft" copy of your poster be printed for your review of typos, color and clarity. Draft copies are normally printed as half size and on bond paper.

Send your poster files to Document Control with enough lead time to allow printing, and when necessary, for the ink to set. Posters may be printed on a matt-finish (coated bond) or high gloss photo paper (glossy). Be sure to include the print 1) stage (draft or final); 2) size; and 3) paper type requirements.

NOTE: Posters printed on Glossy may require up to 15 minutes of drying time before they can be moved. Moving a glossy poster before the ink has set will result in running or smearing of ink.