The department will cover the cost of an average size poster (42 x 56 or smaller) on PLAIN/MATTE finish paper or CLOTH up to $50 (late fees will not be paid by the department and are the responsibility of the presenter).

Turn-around time to receive your printed poster is about 5 business days.

A FINAL copy of the poster submitted 5 business days before you need to have it in hand is considered “on time” and can be paid with a department KFS account. *Otherwise the poster is considered “late” and is the responsibility of the presenter.

To have the department submit your poster for printing: email the finished poster (PowerPoint & PDF files) to janice.berriault@uconn.edu and include the date you need to have it in hand.

Document Production will check over your poster and send it back for edits if needed (pixelated logos, etc)

*To submit the poster yourself:

1. Go to Document Production Storefront and create an account (top menu).
2. On the Storefront webpage click the “Browse” button on the “Poster Printing” graphic, then under “In This Category” click the “Buy Now” button.
3. The program used to upload and submit your poster is fairly intuitive. Contact DPC@uconn.edu (860.486.2022) with questions.
4. In the right menu enter information for “Final Width and Height”, and “Orientation”, and “Media”.
5. In the Preview window, make sure your poster looks exactly how you want it to be printed BEFORE choosing “Add to Cart”.
6. For an order placed on time a department KFS account number can be entered as payment type. Contact Janice for the account number.
7. Send Janice a copy of the order receipt.
8. Orders placed later than 3 BUSINESS DAYS before date needed are considered RUSH and there is a 15% additional charge.

RUSH orders must be picked up at Document Production by the presenter, and paid by CASH or HUSKY BUCKS.

Reimbursement for the cost of the poster: Submit the itemized receipt to Janice upon your return from the conference/meeting.