2026
RESEARCH
POSTER *Information*

» TO REQUEST A POSTER FOR PRINT:

1. Email a ticket to support@rowan.edu with your .ppt or .pdf file and cc Tara Askin (askint@rowan.edu). Your file must be sized according to one of the print sizes listed on the LTM price list.
2. Next, submit a job request form at go.rowan.edu/LTMrequests
   Please note: The only form of payment accepted is FOPAL billing. Be sure to include the paper type, size, and FOPAL billing information, or your request may be delayed or denied. Thank you

STANDARD POSTER SIZES:

Sizes: (3) Standard Sizes
- **36" High x 48" Wide**
- **42" High x 42" Wide**
- **42" High x 56" Wide**

PLEASE NOTE
The largest file we can print is 42" High. Width can be printed to any size up to 96" wide.

» POSTER PREPARATION:

Please submit your poster as a PowerPoint (.ppt) formatted to the size you would like it printed.
If you need help formatting your poster, please email support@rowan.edu. Research poster templates in various sizes are available upon request, and we can also provide any logos you may need.
If you have questions or need assistance, please ask, we are happy to help!

» PAPER TYPES

- Matte (Standard Heavyweight Coated Paper)
- Glossy (Insta-dry shinny finish paper)
- Polypro (durable, tear resistant paper with non-glare finish)

» POWER POINT TIPS:

- Prepare your poster as a single slide.
- To set your poster size: Page Setup > Custom Size, then enter the desired height and width (choose one of the Standard Sizes above).
- Start designing by adding text boxes, images, and graphics to fill the space. For design help, submit a ticket to support@rowan.edu for a consultation.
- Ensure all logos, images, and graphics are high resolution and not pixelated. LTM can provide high-res logos or templates if needed.
- To save your poster as a PDF: File > Export > PDF.

» DESIGN TIPS:

SUGGESTED FONT CHOICES:
Arial, Gotham, Futura, Hoefler, Times are all fonts that are legible on posters.

Title: 90-100pt Type Font Size
Author(s): 80pt Type Font Size
Affiliation: 72pt Type Font Size
Text Subheads: 36pt Type Font Size
Body Type: 28pt Type (minimum)

TO INSERT IMAGES OR ILLUSTRATIONS:
Go to Insert > Picture > From File, then locate your file.

Accepted file formats: .jpg, .tiff, .png, .pdf, .eps

Logos: Please provide your logos or specify which ones you need.