

**Please follow these instructions for submitting your research poster:**

1. Email a ticket to [support@rowan.edu](mailto:support@rowan.edu) that includes your .ppt and/or .pdf file.
2. Please also "cc" Tara Askin: [askint@rowan.edu](mailto:askint@rowan.edu)
3. Your file should be **sized to print** and should coincide with one of the print sizes on the [LTM price list](#).
4. Next, send a job request form to our department by going to the following url: [Go.rowan.edu/LTMrequests](http://Go.rowan.edu/LTMrequests)\*
5. Be sure to include **paper type, size and FOPAL billing** information or your request or your prints may be delayed or denied.

When your job is completed, you will receive a confirmation via email/ticket response for pickup. We are located at Rowan-Virtua SOM, Academic Center, Suite 258 on the Second Floor. Your poster will be placed in our contactless drop box.

If you have any questions, need any design assistance or are interested in requesting Rowan-Virtua PPT templates or logos, please submit a request to [support@rowan.edu](mailto:support@rowan.edu).

Thank You!