

Scientific Poster Printing Tips and Guidelines

Several poster printing options exist, and the best choice may be dependent on your employment/affiliation status at the institution (USC or Prisma Health). Note, Prisma Health has a new third-party printing service, Taylor Healthcare: Consolidated Printing is no longer an option.

Taylor Healthcare (Prisma Health printer)

Pricing of poster printing

Pricing reference/calculator may be accessed [here](#). In addition to the price per square foot, please consider tax and shipping. It has been quoted that shipping will be around \$5.

Submission process

Utilize this [link](#) to submit the poster. To complete the form, here are some tips:

- Put your name/email address for both "Designer" and "Business Partner".
- You need to provide a Prisma Health cost center to charge the poster.
- For "Type of printing", select "Wide Format".
- For "Paper", you may identify one of the paper types that are listed in the pricing reference/calculator Excel spreadsheet (e.g., Semi Gloss Poster Paper, Ultra Flex Poplin).
- "Flat Size"/"Finished Size" are not required fields, but you may want to put your final poster size in the finished size. For example, the recommended poster size for Discover USC is 4 ft high by 3.5 ft wide.
- Nothing needs to be checked under "Bindery"
- You may select "No" for the question "Add to Converge-Digipath Site".
- Add your electronic document by uploading into "Upload File" box.
- Don't forget to click the "Submit" button.

Turnaround time

Expected turnaround time is seven (7) business days. Please plan accordingly.



Questions?

Contact Taylor Healthcare via email at PrismaHealth@Taylor.com.

USC Printing Services

USC students, faculty and staff may utilize the USC Communications and Marketing Printing Services. More information may be found here: [Printing Services](#).

USC School of Medicine Columbia Instrumentation Resource Facility (IRF)

Printing Requests*

- Printing requests are accepted via the iLabs web-based platform only.
- Each department should create an iLabs account. **Students should not be creating individual accounts:** one (1) account per department would be best, and all channeled through the same person for submission.
- Departments can create an account at https://my.ilabsolutions.com/account/323/signup?sc_id=3286.
- Once you are logged in, click on request services and then poster printing request. Make sure your submission is complete.
- Submit your poster at least 4 business days before you expect to pick up to ensure it is complete by your deadline.

*If you are a USC SOMC student, contact Raeven Hayes in Student Affairs raeven.hayes@uscmcd.sc.edu for assistance with establishing connection with IRF. Submit all requests for printing at least 5 business days prior to your expected deadline to allow proper processing.

Payment

- Paper/fabric starting at \$3.00/linear inch.
- Payment information is accepted by USC Peoplesoft chartstring information only. Otherwise, students can pay via personal check – NO CASH/CARD payments accepted. Prisma Health departments could pay monthly via check: iLab invoices go out the last day of the month.

File Guidelines

- Please upload your poster in the final dimensions you want it printed.
- Only .pptx or .pdf file formats are accepted.
- PowerPoint Files: Printer capability is 44 inches wide by 56 inches long (in PowerPoint).
- PDF Files: Can send files in .pdf at 44" max in 1 dimension and any length in the other dimension.
- Make sure pictures and logos are high resolution.

Physical Address for Pick Up

USC School of Medicine IRF
6311 Garners Ferry Rd
Building 1, Room B60
Enter through the lobby, turn right, and IRF is on the left.

Website

[Instrumentation Resource Facility](#)

USC School of Medicine Greenville

Printing Requests

- Printing requests should be submitted through the [Poster Printing Submission form](#).
- Poster file must be in pdf format.
- Submit request allowing at least five (5) business days prior to needed pickup.

Payment

- Posters are printed for no cost for USC SOMG students to allow the students to present their research findings at regional and national conferences.
- For external entity costs and payment requirements, please reach out directly to the USC SOMG Office of Research at research@greenvillemed.sc.edu.



Address for Pick Up

Posters must be picked up in person from the Health Sciences Administration Building on the Greenville Memorial Medical Campus. Contact the USC SOMG Office of Research for details.

Questions

Contact the USC SOMG Office of Research via email at research@greenvillemed.sc.edu.