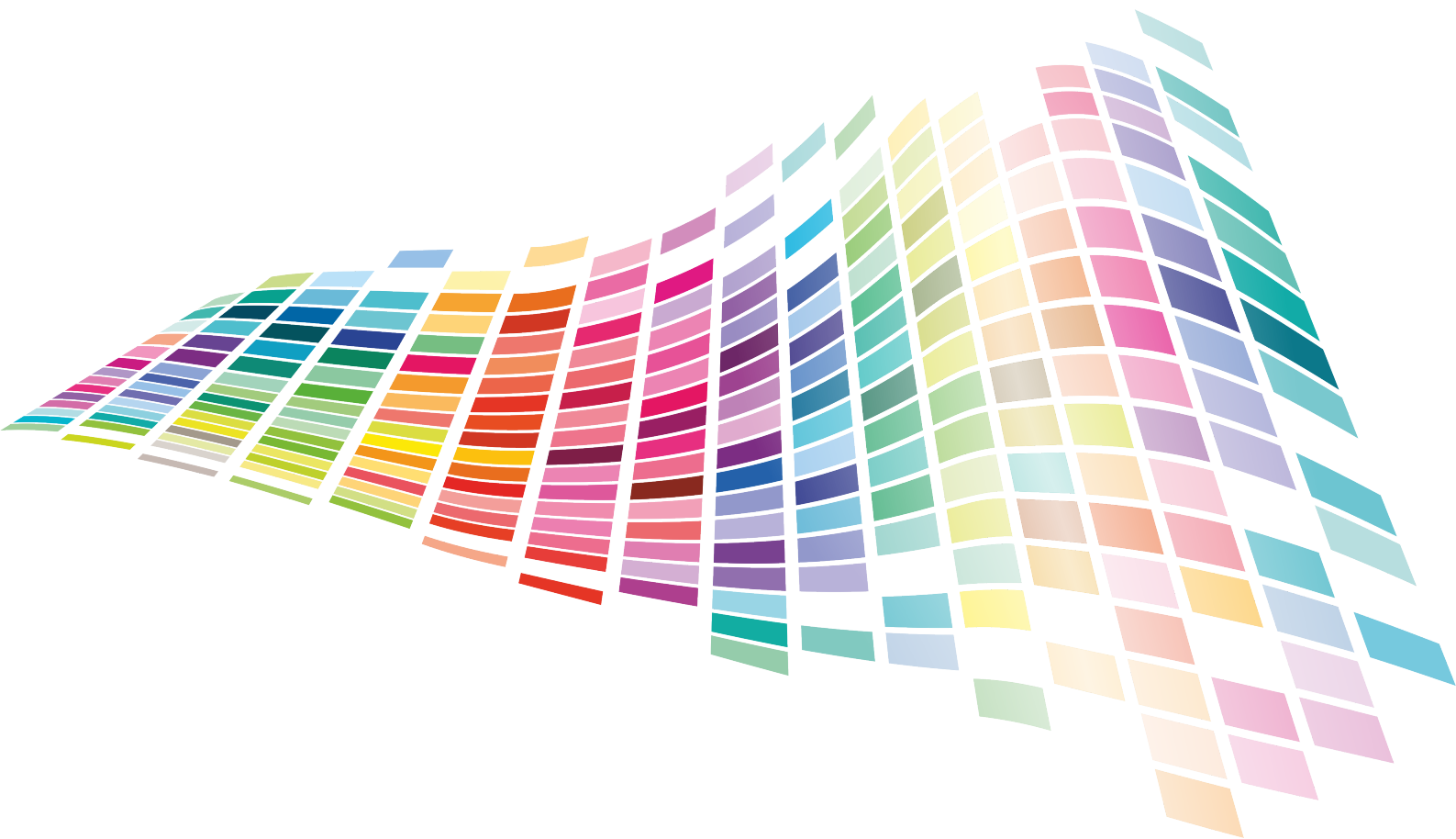


MGC Science Day 2019:

Guidelines for Printing Posters



MGC Science Day: Guidelines for Printing Posters

Detailed guidelines for printing your poster via LRZ are available at <https://doku.lrz.de>. As the guidelines are in German only, in the following you will find the most important points in English version. In case you need further help ask your German speaking colleagues or contact the poster printing service via poster@lrz.de

Formatting guidelines

Size: Din A0

Orientation: vertical/horizontal

Design your poster

- Use your application of choice for designing your poster (e.g. Power-Point / Photoshop)
- NOTE: It might be helpful to already select the desired end-format (A0) in your settings, as designing in another format might lead to relocation of your poster building blocks if you change to format A0 for printing

Printing your poster via the poster printing service of LRZ (Leibnitz-Rechenzentrum)

- Sent the Document to LRZ : via the Website: https://poster.lrz.de/cgi-bin/poster_upload.cgi
(The form is in German only, so you might need help with submitting!)
- Upload your PDF file 'Datei auswählen' (it will work :-)

Bitte geben Sie hier den vollständigen Pfad- und Dateinamen der zu übertragenden Datei an :

- In case of changes or problems you can contact the LRZ poster printing service via poster@lrz.de

Cover the costs for your poster: the poster can be paid cash – but in most cases your institute has a code (4 letters/numbers) and a selected password at the LRZ to pay via half yearly bill! In this case you will only need to sign a form to confirm the receipt of your poster.

Ask around in the institute for code and password – if you do not have one, you might think about registering your institute newly at LRZ (send an email to poster@lrz.de)

Falls Sie per [Lieferschein](#) (Rechnung an Ihr Institut) bezahlen möchten, geben Sie bitte hier LRZ-Einrichtungsname und Passwort an :
Einrichtungsname : Passwort :

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Poster Costs

	Gestrichenes Papier	Schweres gestrichenes Papier	Fotopapier
Format A0	10,00 €	12,00 €	23,00 €
Format A1	5,00 €	6,00 €	11,50 €

Printing time:

Your poster will be normally printed in 1-2 working days but in case of accumulation of printing requests it can take longer ! Print your poster minimum 1 week before the event.

When your poster is ready to pick – up, you will be informed via email

Pick up locations:

Mainly the pick up location at Arcisstraße might be interesting for you. It is located in the library in the first floor above the entrance hall of TUM – you can ask at the desk for the location of the printing service, they will show you the way.

Adresse	Öffnungszeiten	Abholstelle	Kontakt	Transport
Bibliothek der LMU Geschwister-Scholl-Platz 1 80539 München	Mo-Fr 9:00-18:00	Serviceschalter in der Ausleihhalle (L)	Tel. 089/2180-2427 serviceschalter@ub.uni-muenchen.de www.ub.uni-muenchen.de	Ab: 13:00; an: ~14:00
Bibliothek der TUM, Teilbibliothek Stammgelände Arcisstraße 21 80333 München	Mo-Do 8:00-16:00 Fr 8:00-14:00 (→ TU-Bib.)	Lesesaal, 1. OG, Hauptgebäude	Tel. 089/289-28684, -23820	Ab: 9:00; an: 11:00-12:30
Biozentrum der LMU, Department Biologie II Großhadener Straße 2 82152 Planegg-Martinsried	Mo-Fr 8:00-16:00	zentral im Eingangs- bereich an der Pforte, Erdgeschoss	-	Ab: 9:00; an: ~Mittag, evtl. einen Arbeitstag später
Leibniz-Rechenzentrum (LRZ) Boltzmannstraße 1 85748 Garching	Mo-Do 7:30-17:30 Fr 7:30-16:30	Benutzersekretariat, Erdgeschoss (L)	Tel. 089/35831-8000	-

Please, print your poster and bring it with you when you register in the morning!