

MGC Science Day 2019: **Guidelines for Printing Posters**

Approach two: panel method

The allocated poster area is divided up into a number of separate panels
(Figure 2). These may consist of different elements such as text, pictures,
tables or titles. Standard word-processor or presentation software (e.g. Microsoft Word or PowerPoint is used to prepare the panels which are then mounted onto a background. Laminating the individual elements can improve their appearance and robustness.

Choose the production method that is most appropriate to your needs, abilities and resources. The panel method allows for greater flexibility and can be adapted to changing layouts. The one-piece method can be very eyecatching, making your poster stand out from the rest.



Stages in producing a poster

1. Choosing content

The first step is to clarify the task that you have been set an on your poster. The following questions are useful reminders consider before you start viting the task of your poster. or that you will need to include u might need to



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oster@Irz.de

MGC Science Day: Guidelines for Printing Posters

Detailed guidelines for printing your poster via LRZ are available at https://doku.lrz.de. As the quidelines 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

les or titles. Standard word-processor or presentation software (e.g. - Use your application of choice for designing your poster (e.g. Bower Boint A hotoshop)

- 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 your change to format Ao for printing

Stages in producing a poster

Approach two: panel method

1. Choosing content

The first step is to clarify the task that you have been set and the type of information that you will need to include on your poster. The following questions are useful reminders of the range of factors that you might need to sider before you start writing the text of your poster.

- Who will be looking at your poster a specialist audie

Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing service of Mark Printing your poster via the poster printing your poster printing your poster via the poster printing your poster p

- Sent the Document to LRZ : via the Website: https://posteriorfore and guidelines governing the content of your poster? These might specify the nature and the Document to LRZ in the Website in https://posteriorfore. (The form is in german only, so you might need help-with submitting!) ature and amount of material that you display. If you think that

- Upload your PDF file 'Datei auswählen' (it will work -)

of of your poster, you need to d be displayed. A useful starting will help you make the most Bitte geben Sie hier den vollständigen Pfad- und Dateinamen der zu übertragenden Datei an : Datei auswählen Keine Datei ausgewählt

- In case of changes or problems you can contact the least squence of information, think about planning your

Cover the costs for your poster: the poster cambe paid cash but no most cases your institute has a code (4 letters/numbers) and a selected password at the LRZ to pay via half yearly bill! the 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:

Approach two: panel method

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 week perfore the event can improve When your poster is ready to pick - up, you will be informed wia memail most appropriate to your needs



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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 . Are there any guidelines governing the content of your poster? These might specify the nature and printing service, they will show you the way. structure of the material to be displayed (as well as practical issues such as the size of the poster and the size and amount of text to be used).

Advance	Öffnungspites		rs to these questions will influence the nature and amount of material t	
Adresse	Öffnungzeiten	Abholstelle	Kontakt	Transport
Bibliothek der LMU Geschwister-Scholl-Platz 1 80539 München	Mo-Fr 9:00-18:00	Serviceschalter in der Ausleihhalle ([_])	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 ([_])	Tel. 089/35831-8000	-

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