



# clinical poster output

Revised 11/04/2009

Contact person	Date submitted	<b>Date due</b>
Phones	Fax#	<b>Date event</b>
Company	E-mail	
Event (url)	<b>Billing</b>	<input type="radio"/> Prepaid <input type="radio"/> CCard <input type="radio"/> PO #
Poster title	<b>Shipping</b>	<input type="radio"/> Deliver <input type="radio"/> UPS <input type="radio"/> FedEx

## output requirements

For documentation of clinical trial *without* poster, indicate zero as handout quantity and complete PDF options. If same poster is required in two different sizes, specify poster size and finishing under *Poster 1* and *Poster 2*. If a scaled version of a primary poster without reformatting is required, indicate the desired width x "scale." Poster with non-proportionate dimensions billed as new one. High- (300 ppi CMYK) and low-resolution (144 ppi RGB) PDF of final poster is standard. Intermediate PDF proofs allow printing but no editing. Password, if indicated, is used only for final PDF.

<b>Poster 1</b>	<input type="radio"/> 90" x 42"	<input type="radio"/> 84" x 42"	<input type="radio"/> 67" x 42" *	<input type="radio"/> 36" x 48" **	<input type="radio"/> 17" x 11" *	Size:
	Quantity:	<input type="radio"/> Laminate	<input type="radio"/> Foam mount	<input type="radio"/> Backlight	<input type="radio"/> Landscape	<input type="radio"/> Portrait
<b>Poster 2</b>	<input type="radio"/> 90" x 42"	<input type="radio"/> 84" x 42"	<input type="radio"/> 67" x 42" *	<input type="radio"/> 36" x 48" **	<input type="radio"/> 17" x 11" *	Size:
	Quantity:	<input type="radio"/> Laminate	<input type="radio"/> Foam mount	<input type="radio"/> Backlight	<input type="radio"/> Landscape	<input type="radio"/> Portrait
<b>Paper</b>	<input type="radio"/> Polypro	<input type="radio"/> Satin photo	<input type="radio"/> Gloss photo	<input type="radio"/> Matte paper	<input type="radio"/> Poly fabric 36	
<b>Handouts</b>	Quantity:	<input type="radio"/> Tabloid *	<input type="radio"/> Letter **	<input type="radio"/> Duplex	<input type="radio"/> Fold	Size:
<b>Booklets</b>	Quantity:	<input type="radio"/> 4 pg, 1 fold	<input type="radio"/> 6 pg, 2 fold	<input type="radio"/> 8 pg, 1 fold	<input type="radio"/> 16 pg, 1 fold	Size:
<b>PDF 1</b>	<input type="radio"/> High-res	<input type="radio"/> CMYK	<input type="radio"/> No editing	<input type="radio"/> No printing	<input type="radio"/> Password:	
<b>PDF 2</b>	<input type="radio"/> Low-res	<input type="radio"/> RGB	<input type="radio"/> No editing	<input type="radio"/> No printing	<input type="radio"/> Password:	
<b>CD</b>	Quantity:	<input type="radio"/> Archival PDF	<input type="radio"/> Kiosk PDF †	<input type="radio"/> Extract text	<input type="radio"/> Separate images	
<b>Ship tube</b>	<input type="radio"/> Disposable	<input type="radio"/> Rugged 40x8.5"	<input type="radio"/> Rugged 50x12"	<input type="radio"/> Rugged 50x16"	<input type="radio"/> Telescoping 48x3"	

\*Scales to fit tabloid. \*\* Scales to fit standard 8.5"x11" letter. † Kiosk PDF opens to full screen slide show when clicked.

## image submission

Please submit RGB images in highest (original) resolution available. TIF format is preferred but if images are already in another format it is best not to convert them before submission. BMP includes minimal tonal detail. Submit separate files for large images rather than placing them in Word®. Excel charts should be supplemented by text plot points. Vector images are typically Illustrator® EPS files. If possible, submit each category of images below in same format.

<b>Images</b>	Quantity:	<input type="radio"/> Digital PSD	<input type="radio"/> Digital TIF	<input type="radio"/> Digital PNG	<input type="radio"/> Vector	<input type="radio"/> Prints
<b>Charts</b>	Quantity:	<input type="radio"/> Excel®	<input type="radio"/> Word®	<input type="radio"/> Plot points	<input type="radio"/> Raster	<input type="radio"/> Vector
<b>Tables</b>	Quantity:	<input type="radio"/> Excel®	<input type="radio"/> Word®	<input type="radio"/> Data	<input type="radio"/> Raster	<input type="radio"/> Vector

## text submission

There is no need to layout posters before submission. Plain rather than styled text limited to 4 – 8 pages is preferred. Specify file name(s), application format, total pages, and method delivered to The Pen Rules for processing. Submitting PowerPoint or PDF files subject project to surcharges for extracting and combining into a single text document.

<b>File name 1:</b>	<input type="radio"/> Excel®	<input type="radio"/> Word®	<input type="radio"/> PowerPoint®	<input type="radio"/> Draft	<input type="radio"/> Final
<b>File name 2:</b>	<input type="radio"/> Hard copy	<input type="radio"/> DVD	<input type="radio"/> CD	<input type="radio"/> Zip disk	<input type="radio"/> Floppy
<b>Total pages:</b>	<input type="radio"/> E-mail	<input type="radio"/> FTP	<input type="radio"/> FedEx	<input type="radio"/> UPS	<input type="radio"/> Fax

