



ICTAM 2016 Conference Montréal

POSTER FORMATTING GUIDELINES

We can arrange for your posters to be printed locally and collected during the conference. The printers are located next door to the Montréal Convention Center:

MP Repro
210 de la Gauchetiere West
Montréal (Québec) H2Z 2A2
Telephone: 514-861-8541
Web Site: mprepro.com

The cost per poster is \$ 4.00 CDN per square foot for uncoated paper and \$ 5.00 CDN per square foot for photobase coated paper (sales taxes are extra). Posters may be prepaid by credit card when placing your order or payable cash upon collection.

Submission of poster must be in Adobe PDF format. We will not be responsible for proofing the document so please ensure that the PDF document you create is satisfactory before sending it to us. To avoid incurring a second poster printing charge, PLEASE PROOFREAD YOUR DOCUMENT CAREFULLY.

As the color mapping of computer monitors varies between manufacturers and models, there may be some variation between the displayed colors and those of the print output. This is in part due to the incomplete overlap between the possible color palettes of an RGB- based monitor and a printer using cyan, magenta, yellow and black inks. As a result, there may be some perceptible variation in the colors of your poster compared to what you saw on your monitor that is simply unavoidable.

Although many people use Microsoft PowerPoint for creating poster sized prints, the PowerPoint software has some serious limitations that affect the quality of the output. The instructions that follow are designed to assure a final print quality as close to the digital original as possible. We highly recommend using Adobe Illustrator or Adobe InDesign (or a similar publishing application) to create your posters. If you have access to these specialty applications, we will assume that you know how to use them effectively. If you use these applications, however, please be sure to adhere to the provided formatting parameters.

Software Requirements: You must have a PC or Macintosh equipped with:

1. Microsoft PowerPoint 2002 or later (Office XP or Office 2003 for Macintosh) or another suitable graphics application,
2. Adobe Acrobat Professional v. 6.0.2 or later with Adobe Acrobat Distiller v.6.0.1 or later.

The procedure that we will describe is one that will allow you to optimally convert your PowerPoint document to Adobe PDF.

Please follow these instructions exactly:

Creating your Poster in Microsoft PowerPoint:

1. From the **Page Setup** menu, select "**Custom**" under the "**Slides sized for.**," pull-down menu.
2. **Enter the dimensions of your poster.**
3. Layout your poster as desired.

Transmitting your **document** to MP Repro

1. Once you have reviewed and proofread the PDF version of your poster, it is now ready for you to send to the printer.
2. Title the PDF file with the presenting authors last name and poster presentation number separated by an underscore, i.e.;
"Smith_84.pdf"
3. Send files directly to the printer via their web site at:
<http://www.mprepro.com/en/place-an-order/>
4. Create your profile, complete the order form and attach your file. Please ensure to check off/complete the following items on the order form:
 - ● No – I do not require a proof
 - Project Ref: **ICTAM 2016**

- ● I don't want a price estimate
 - ● Payable on order (COD)
 - ● I wish to collect my order at branch –● La Gauchetiere
5. You will be given a confirmation number as well as a link to the credit card payment authorization form. We recommend prepay your order by credit card in order to accelerate service when collecting your poster.
6. **Please refer to the confirmation number when collecting your order.**

Deadline, Payment and Collection of posters:

1. The cost per poster is based on the size of your posters and will be confirmed to you by email once we have received your order. Posters may be prepaid by credit card when placing your order or payable cash upon collection.
2. The **deadline to receive** all files for printing is **August 15th, 2016** to have your posters ready for the opening of the conference.
3. Posters can be collected from the printer from **Monday to Friday, 8:00 am – 5:30 pm** at:

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 210 de la Gauchetière West
 Montréal (Québec) H2Z 2A2
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4. Contact person at the printer in case of any questions: Josée Mallette or Asmaa Chakir, 514-861-8541

Converting your Poster to Adobe PDF

PC Users:

1. From the PowerPoint menu. Select **File:Print**
2. In the Print dialog box, change the **Printer Name** field to **Adobe PDF**
3. In the same dialog box, select the "**Scale to fit paper**" checkbox near the bottom center
4. Click on the **Properties** button to configure the layout and paper sizes. A dialog box entitled **Adobe PDF Document Properties** should appear.
5. Click on the **Adobe PDF settings** Tab
6. In the '**Adobe pdf page**' size drop down menu, select **A0**
7. In the region entitled "**Adobe PDF conversion Settings**" or "**Default Settings**", select "**Press Quality**"
8. Click on the Layout tab and click on the button Labeled "**Advanced**"
9. In the **Print Quality** pull-down menu, change setting to "**300 dpi**".
10. Press the **OK** button again to leave the Advanced Options window.
11. Press the **OK** button to close the window.
12. Confirm that the PDF settings window shows the correct paper size and not the default "letter" and that the quality is set to "Press Quality"
13. Press the **OK** button in the main **Print** dialog box and select a location to save your PDF file.

Macintosh Users:

1. Select **File: Print** from the Powerpoint menu.
2. Select the printer "**Adobe PDF 7.0**" or "**Adobe PDF 8.0**"
3. Click on the arrow to expand the print menu
4. Check **Scale to Fit Paper**
5. Check "**Show quick preview**" to make sure your poster looks correct,
6. Select **PDF options** in the drop-down menu that defaults to "**Copies and Pages**"
7. Select "**Press Quality**" for Adobe PDF settings
8. Select **Acrobat** for **After PDF creation**. This will open your poster automatically in Adobe Acrobat so that you can be sure it looks correct after conversion
9. Select **Printer Features** to view the resolution options.
10. Change the **Print Quality setting** to **300 dpi** using the pull-down menu, PowerPoint often has problems converting documents with large dimensions at a high resolution.
11. Press **Print** and select a location to save your PDF file.