Scholars Week Poster Printing Appointments
Instructions for the signup genius webpage.

Reserve a time for staff to print your Scholars Week poster in the Office of Research and Sponsored Programs. You will be notified when your poster is ready for pick up.

- One poster per reservation. If you have multiple posters, you need to make a reservation for each poster.
- Poster dimensions are 36” tall and 48” wide. Templates and guidelines can be referenced here, https://www.mtsu.edu/scholarsweek/SWPosterGuidelines.php.
- After picking an appointment, you must email your poster as a PowerPoint, your name, and phone number to Casey.Penston@mtsu.edu by the time of your printing appointment. Include POSTER PRINTING in the subject line. You will be emailed when the poster is ready to be picked up.
- Once you receive an email notification, pick up your poster in the Sam Ingram Building, ING (corner of Lytle and Middle Tennessee Boulevard) on the ground floor ("G" level). A stand in the hallway is labeled "Student Posters for Pickup". Please remember that masks are required to enter the building.

To proceed, please review the available slots and click on the button to sign up. Don’t forget to email your poster as a PowerPoint, your name, and phone number with POSTER PRINTING in the email subject line to Casey.Penston@mtsu.edu.

Again, this appointment time is for our staff to print your poster, not the time you will pick up your poster. Please email Casey.Penston@mtsu.edu with questions.

Thank you for participating in this year's Scholars Week!