2024 ECE POSTER PRINTING Guide

Poster printing usually isn’t a problem and we’ve been able to serve you with nearly immediate turnarounds.

However, the printer itself is showing its age and we’re regrettably having to institute the following ***Absolutely NO exceptions***.

* Single poster print – **24**-hour advanced notice
* Multiple poster print – **48**-hour advanced notice
* Sr. Design, Jr. Design or any class related poster(s) will continue to be **48**-hour notice submitted to a OneDrive folder shared with Jim and Bill.
* Conferences will be a minimum of **48-**hour notice. Best to contact Jim or Bill as soon as possible when you know you will have conference posters printed.

Alternative options:

* FED-EX on Forbes Ave. <https://www.office.fedex.com/>
* Pitt Copy Cat: <https://printing-services-copy-cat.business.site/>
* Last resort: Industrial Engineering has a wide-format printer and maybe willing to take an emergency print job. Please contact Jim Segneff [JMS2@pitt.edu](mailto:JMS2@pitt.edu)

All poster requests in ECE should be sent to both Jim and Bill: [Jal118@pitt.edu](mailto:Jal118@pitt.edu) and [Wem@pitt.edu](mailto:Wem@pitt.edu) respectively.