

Biomedical Communications - BMC Creative - is excited to assist students with the ETSU Quillen College of Medicine First Patient Poster Session! Please reference these guidelines to help you through various steps, for a quick and simple process.

Plan Now!

QCOM FIRST PATIENT POSTER SESSION

Wednesday, April 15, 2020

1 KNOW THE SCHEDULE

BMC Creative Ordering Deadlines

Demand for posters during the month of April is high due to simultaneous poster sessions. Don't wait! To ensure there is enough time for design and/or production steps, please place order by April 6th. If having difficulty in meeting deadline, please call us - we will do everything possible to accommodate student needs.

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April Events
 MS Year 6 Week Clerkships End - April 3, 2020
 Administrative Closing Day - April 10, 2020

QCOM Patient Poster Session is Wednesday, April 15th.
 ETSU Appalachian Student Research Forum begins on Monday, April 20th.

For ETSU and QCOM Research Poster PowerPoint Templates and Tips, Go to BMC Creative's Home: www.etsu.edu/com/biomedcomm

2 PREPARE FILES

SIZE & MATERIAL: Specifications for this poster session are size 36" x 48" on foldable fabric.

QUALITY NOTES: If BMC Creative is not designing the poster, submit a high resolution PDF file of the finalized poster for production. Please note that copying and pasting images/graphics from the internet into a poster file may result in blurry and pixelated images, especially when enlarged. Most internet images have resolutions of 72 pixels per inch (or ppi), which is far below the recommended 150ppi or higher (when printing to scale at 100%).

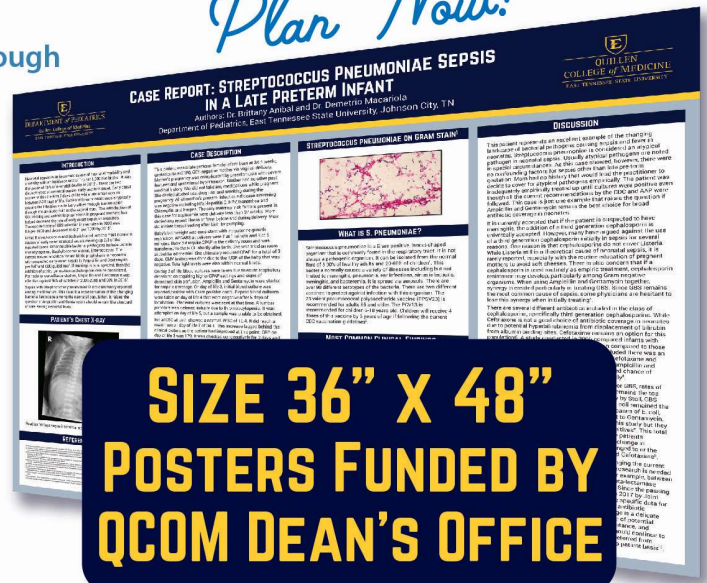
FILE TYPE: It saves time if a PDF file is submitted instead of a PowerPoint file (PPT), as PPT files can be unstable and may require a PDF proof be created by BMC Creative to ensure accuracy. This can impact your delivery.

3 SIGN INTO BMC CREATIVE

Sign In

Go to: etsu.edu/bmccreative

TIPS: Do not include "mail" in your email address as your username. Click [Reset](#) to reset password. To create an account click [Not Registered](#) and complete registration.



SIZE 36" X 48" POSTERS FUNDED BY QCOM DEAN'S OFFICE

4 PLACE ORDER



• After signing in, click the QCOM icon, then select the product to be ordered. Click [Posters: Scientific Research](#) (Scroll the alphabetically listed products, or type "Poster" in the search field.)

ANSWER 4 QUESTIONS:

- Let us know if design services are needed
- Choose quantity
- Choose size 36" x 48"
- Choose stock foldable fabric
- Upload files



If poster needs to be designed by BMC Creative, submit research information, images and preferences. If only production is needed, submit finalized, print-ready, high resolution PDF file. Uploads can be made later, if needed, by signing in and clicking project name on the dashboard. (No later than 4/6.)

- Choose [ETSU QCOM First Patient Poster Session](#)
- Choose [I am a student or resident and an associated department is paying for my poster](#)
- Click [Complete Order](#) (unless you have another product to add) review the cart, and [Click to Checkout](#).
- In the field [Financial Approver](#), enter QCOM Dean
- In the field [Payment Type](#), click radio button and enter QCOM Dean
- For Delivery, choose [I will pick up my project](#)
- Click [Place Order](#)

After placing the order, a message appears verifying receipt. Be sure to go all the way through the process and that this message is displayed.

5 PROOF & PICK UP POSTER

For posters designed by BMC Creative, a proof is uploaded to the project. Posters with print-ready files go directly to production, as no proof is necessary. Notifications are sent when poster is ready to proof, and for pick up. BMC Creative is located on the 2nd floor of the QCOM Medical Library. *Late-Night After-Hours Pick-Up* available.