

LCA Undergraduate Research Showcase 2026

Poster Printing Instructions

CURE can print research posters free of charge. Posters will be ready for pick-up at the event. Presenters who opt out of this service must print and bring their own posters. Poster easels and stands will be provided for all presenters at the event. To allow time for set-up, presenters should arrive 15 minutes before their session starts.

To use CURE's printing service: Please read these directions carefully. **Submitted posters must follow file requirements for printing.** If you registered a group project, please share this information with all group members.

- **DEADLINE: 11:59PM, Sunday April 19.** Please upload here:
<https://sfsu.app.box.com/f/484b3ead24d44e2eaa7ed9313eb2fdab>
 - The submission portal will close after the deadline. Late submissions will not be accepted.

FILE REQUIREMENTS:

- **FORMAT: PDF**
 - **DIMENSIONS: 19x13 inches.** It's best to set these size requirements *before* designing your poster.
 - Google Slides: select File > Page Setup > Choose "Custom" > Enter 19x13
 - PowerPoint: On the "Design" tab, locate "Slide Size" near the far-right end of the toolbar. Select "Page Set Up." Enter 19x13 in inches in the width and height area.
 - **FILE NAME: Individual Presenter / Group Representative's Last Name**
- ☐ **SEE [Poster Template](#)** including poster design tips and four examples.

Questions? Contact Prof. See-Won Byun, sbyun@sfsu.edu