



KENNESAW STATE
UNIVERSITY
COLLEGE OF COMPUTING AND
SOFTWARE ENGINEERING

Poster Printing Guide

There are several options for students and faculty that need to print a poster. Please review the options below for your specific position.

Students Only

The Office of Research has a poster printer that can be utilized at no cost for undergraduate and graduate students that the poster is tied to a presentation where the student is the leader author or presenter of the research. The turnaround is a minimum of 5 business days. There are multiple guidelines that you will find on the [website](#).

Students and Faculty

The Teacher Resource and Activity Corner (TRAC) offers poster printing at \$2 per square foot, roughly \$24 for your typical poster size. You will have to go to TRAC and print it yourself. You can find additional details and the location of TRAC on the [website](#).

You can also have your poster printed with the [Print Shop](#). The cost is \$40 for a typical sized poster, and they print it for you. It is typically a 1-2 business day turnaround.

Faculty

The Center for Excellence in Teaching and Learning (CETL) offers limited poster printing services for all KSU faculty who are presenting their poster at an academic conference. Each KSU faculty member is eligible for one (1) conference poster per academic year. The turnaround is a minimum of 5 business days. Additional guidelines are posted on the [website](#).

**Faculty only:* If you send a poster to be printed from the Print Shop, you can have it charged to your startup/research/department budget instead of paying out of pocket

CCSE Poster Printer

The CCSE poster printer is available for C-Day and Analytics Day for no cost one poster per accepted project, and for faculty who contribute to material costs. Departments and research labs may request an invoice of approximately \$20 per poster to the Dean's Office (email Alex Cambron) to support this. Exceptions considered on a case-by-case basis as materials are not stocked to accommodate these types of print jobs. Please contact the CCSE Dean's Office Managers to request an exception or to arrange payment. If approved, the poster will be printed within 3 business days.