**Department of Earth and Atmospheric Sciences**

**Cornell University**

**Students and Staff of EAS –**

**POSTER PRINTING HELP REQUEST**

1. Please send the following completed form to: easinfo@cornell.edu no later than TWO DAYS prior to the date you need the poster.
2. File to be printed should be saved as a pdf.

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| **Your Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Request:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Your major or graduate field:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name of conference:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Conference Dates:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **I will need to print my poster no later than** (**date and time)**:   |
| **Account number to be charged for cost of printing:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Paper type: \_\_Glossy \_\_ Matte \_\_No preference** |
| **Poster size (one dimension cannot be larger than 42”): \_\_ inches x \_\_ inches**  |
| **Additional Information:**  |