Student Research Day 2027
ORS Poster Printing Support Fund Guidelines

Purpose

Student Research Day (SRD) celebrates and showcases the faculty-mentored scholarship of MacEwan University students across the institution. SRD fosters a teaching and learning environment that encourages critical and innovative thinking as part of a vibrant scholarly culture. It also provides students with the opportunity to develop presentation skills that can support graduate school applications and prepare them for future careers, including academia, the public or private sector, and creative industries.

Printing Support Funds are offered by the Office of Research Services (ORS) to ensure that Student Research Day is accessible to all students.

**These timelines and guidelines are for accessing ORS Poster Printing Support Funds. Students may choose to print on their own time and at alternative locations at their own cost.*

Eligibility

To access poster printing support for SRD, students must adhere to the following requirements:

- Students must have an approved **poster, project display, or creative installment application** to present at SRD 2027 before submitting a print request.
    - Students will receive an email from the SRD team confirming approved status.
- Students may submit up to **three (3) poster printing requests for approved first-author presentations**, with a **maximum of $100.00 per project** covered by the Office of Research Services (ORS).
- Any amount exceeding this maximum is the student's responsibility.
- Printing must be done at MacEwan Print Services.

Eligible Print Materials

Printing support is available for the following:

- Research Poster Presentations – Posters presenting research or project outcomes.
- Research Project Displays/Creative Installments – Visual or interactive exhibits that could include a printed poster, banner, or other flat printed materials as part of the display setup.

Note: For projects requiring specialized printing (e.g., photographs, booklets, or other non-standard materials), please request a quote from Print Services and then contact srd@macewan.ca to confirm eligibility and technical feasibility.

Printing Guidelines

- Submit print requests **directly to MacEwan Print Services**.
  - Materials printed outside of MacEwan Print Services will not be reimbursed.
- Posters must be no larger than 36" tall by 48" wide.
- Posters must include:
  - The student's name as first author
  - The faculty mentor's name
  - MacEwan University affiliation
- Materials must be submitted in PDF format for printing.
- Email your print-ready PDF file along with the following details to printservices@macewan.ca:
  - Quantity
  - Size
  - Colour (colour or black & white)
  - Single- or double-sided print preference
- In your email, please include your project title and specify that you are an approved SRD presenter.
  - Print Services will have a list of approved projects. Provided guidelines and timelines are followed, printing will be completed at no upfront cost to the presenter.
- **The Office of Research Services (ORS) does not coordinate poster creation or pickup. Students are responsible for all aspects of the printing process, including reviewing proofs and collecting finished materials.**

Printing & Submission Timelines

- Print requests must be submitted to Print Services **no later than April 16, 2027** (one week prior to Student Research Day).
- Late submissions are not guaranteed to be printed in time and will not be covered by ORS.

Poster Tips

Before submitting a poster for printing, students are encouraged to:

- Review poster design tips and templates available through the MacEwan University Library.
- Proofread carefully for spelling, grammar, and layout accuracy.
- Confirm that all text, figures, and images comply with copyright and ethics guidelines.

For any questions about these guidelines, please contact srd@macewan.ca.