Poster Printing Tips and Guidelines

Several poster printing options exist, and the best choice may be dependent on your employment/affiliation status at the institutions (USC or Prisma Health).

Prisma Health Consolidated Printing

This resource can be used if you have a Prisma Health cost center that can be charged.

Paper and fabric poster printing is available at reasonable prices.
- Paper – 36"x48": ~$7, 44"x56": ~$10
- Fabric – 36"x48": ~$15, 44"x56": $23

*Above pricing are estimates. Other sizes can be accommodated as long as one side is 52 inches or less.

Preferred file format: PDF.

Send files to Consolidated Printing at email listed below. Billing information (e.g., Prisma Health cost center), quantity, and delivery address must be included in request.

Typical turnaround time is 10 days, but Consolidated Printing can potentially work with your deadlines.

Contact Consolidated Printing at 803-296-3349 or consolidatedprinting@prismahealth.org.

More information may be found here: Marketing and Branding Resources (Must be logged into the Prisma Health system.) This website also provides access to academic poster templates.

USC Printing Services

USC students, faculty and staff may utilize the USC Communications and Marketing Printing Services. More information may be found here: Printing Services.

USC School of Medicine Columbia Instrumentation Resource Facility (IRF)

Printing Requests:*

- Printing requests are accepted via the iLabs web-based platform only.

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- Each department should create an iLabs account. **Students should not be creating individual accounts**: one (1) account per department would be best, and all channeled through the same person for submission.

- Departments can create an account at https://my.ilabsolutions.com/account/323/signup?sc_id=3286

- Once you are logged in, click on request services and then poster printing request. Make sure your submission is complete.

- Submit your poster at least 2 business days before you expect to pick up to ensure it is complete by your deadline.

*If you are a USC School of Medicine student, contact Raeven Hayes in Student Affairs raeven.hayes@uscmed.sc.edu for assistance with establishing connection with IRF. If student printing relates to Prisma Health, then printing services are free. If they are not connected, there will be a fee associated with printing. Submit all requests for printing at least 5 business days prior to your expected deadline to allow proper processing.

Payment:

- Fabric printing only @ $1.50/linear inch (44 x 56 poster would cost $84).

- Payment information is accepted by USC Peoplesoft chartstring information only. Otherwise, students can pay via personal check) NO CASH/CARD payments accepted. Prisma departments could pay monthly via check- iLab invoices go out the last day of the month.

File Guidelines:

- Please upload your poster in the final dimensions you want it printed.

- Only .pptx or .pdf file formats are accepted.

- PowerPoint Files: Printer capability is 44 inches wide by 56 inches long (in PowerPoint).

- PDF Files: Can send files in .pdf at 44'' max in 1 dimension and any length in the other dimension.

- Make sure pictures and logos are high resolution.

Physical Address for Pick Up:
USC School of Medicine IRF
6311 Garners Ferry Rd
Building 1, Room B60
Enter through the lobby, turn right, and IRF is on the left.

Website: Instrumental Resource Facility