



e-Poster Design

Process

- 1) Researcher completes our user-friendly online “Design Project Request” form: <http://www.eposterboards.com/project-request/>. This form will provide our team with information such as: which application the e-Poster should be designed in, slide/poster dimensions, background and banner colors, special instructions, and Meeting/Conference title and date
- 2) Within 24 hours of form submissions, our team will quote the project and provide draft due dates (first and final)
- 3) Once the quote and dates have been approved, our design team assigns a secure and personalized Dropbox folder to project, and requests all color swatches, graphics, videos, icons, and content to be uploaded into the assigned Dropbox.
- 4) 1st draft of poster is submitted via the assigned Dropbox, and an email reminder is sent to the poster’s author
- 5) The author of the e-Poster is to submit edits via Dropbox
- 6) Based upon edits our design team makes corrections to the e-Poster and submits final draft

*At any point during this process, if changes need to be made to the e-Poster, the e-Poster Design team should be contacted via email (kathrynn.phillippe@eposterboards.com); ensure that the “Project #” is in the email’s subject line.

ePoster Design Pricing: Infusion Nurses Society Annual Meeting

	Early Bird: Before 02/01/16	Standard Rate: 02/02/16- 04/02/16	Rush Rate: 04/03/16- 05/03/17
ePoster edits/refresher	\$50	\$70	\$100

Basic e-poster: 1-3 pgs	\$60	\$80	\$120
Basic e-poster with multimedia	\$70	\$90	\$140
Multi-page e-poster: 3+ pages	\$80	\$100	\$160
Multi-page e-poster with multimedia	\$90	\$110	\$180

- Pricing for for additional hours and edits will be charged at a separate hourly rate of \$50 per hour.
- All initial rates include the first 2 hours of design work.

ePoster Options

- 1) Basic: 1 – 3 pages/slides
- 2) Basic Interactive/Multimedia: 1 – 3 pages/slides with video, animations, graphics and sound
- 3) Advanced: 3+ pages/slides
- 4) Advanced Interactive/Multimedia: 3+ pages/slides with video, animations, graphics and sound
- 5) e-Poster Edits/Refresher: making edits, size modifications, etc to already developed e-poster or re-formatting e-poster for a venue’s e-poster system...