**Macintosh HD:Users:ePosterBoards:Desktop:ePosterBoards_Logo.ai**

**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 (andrea.moya@eposterboards.com); ensure that the “Project #” is in the email’s subject line.

**ePoster Design Pricing: ASAS Midwest Meeting**

|  |  |  |
| --- | --- | --- |
|  | **Standard Rate: 12/19/16-01/03/17** | **Rush Rate:**  **02/01/17-02/18/17** |
| **ePoster edits/refresher** | **$80** | **$110** |
| **Basic e-poster: 1-3 pgs** | **$90** | **$130** |
| **Basic e-poster with multimedia** | **$100** | **$150** |
| **Multi-page e-poster: 3+ pages** | **$110** | **$170** |
| **Multi-page e-poster with multimedia** | **$120** | **$190** |

\*Base prices do not revisions of the eposters, additional hourly charges will be quoted based on the complexity of the project.

**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…