General Knowledge

- How do I get a new key or new access?
- What do I do if something is broken?
- How do I buy MLML merch?
- How do I get something on the website or socials?
- How to prepare a poster file to be printed
- What email group should I send this to?

How do I get a new key or new access?

If you already were issued a key card and it has been lost or stolen please email James Cochran james.cochran@sjsu.edu. If you need to add access to a new space fill out this form and route it through DocuSign with the final copy going to James Cochran.

What do I do if something is broken?

Put in a facilities ticket or notify front desk

How do I buy MLML merch?

MLML merchandise can be purchased at the front desk during normal operating hours. We also have an online store https://mlml.sjsu.edu/mlml-store/

How do I get something on the website or socials?

Have exciting news? Were you interviewed or featured in an article? Or maybe you just want to highlight your research on our social media. Email our social media manager at mlml-socialmedia@sjsu.edu.

How to prepare a poster file to be printed

1. Make sure your printing is scheduled to happen at least two working days before your poster is needed. We have contacts with the main campus just in case a backup is needed.
2. Concerning size, we usually have of photo paper on rolls of 36” and 44”. That does not mean that your poster can’t be bigger than that, but it means that either you width or length can’t be larger than that one of these dimensions.
3. In order to prevent scaling of your image, we recommend making your file size smaller than the physical dimensions of the paper by a 0.25 inches on each side. For example, if the paper dimensions are 36" x 24" we recommend making your poster 35.5" by 23.5".
4. You can use any program to create your poster but you should convert it to a PDF when you are finished. If you are working on a PC then DosPDF works best if on a MAC then use Acrobat Distiller to create an Acrobat PDF file. Some applications have a save as command for PDF. Check that file very carefully make sure it is really the # of inches you want and it looks good in Acrobat at 200%.
5. Please contact the IT team by emailing them at mlml-it-group@sjsu.edu if you need help with any graphics program.

For additional poster information beyond the printing process, see the following links.

Creating Effective Poster Presentations

The Parts Of A Scientific Poster

How to Create a Research Poster: Poster Basics

What email group should I send this to?

https://mlml.sjsu.edu/intranet/google-groups-directory/