GRAD-LIFE 101

GETTING WORK DONE ON CAMPUS
JENNA BISHOP
COORDINATOR – MSE BUSINESS OFFICE
JBISHOP1@UMD.EDU
**Supply / Equipment Order Form**

**Date:** 21-Sep-17

**Shipping Information:**

- Shipping Address is the SAME as Billing Address
- **Attn:** (Requestor)
- **University of Maryland**
- Department of Materials Science & Engineering

**Billing Information:**

- **Jenna Bishop**
- University of Maryland
- Department of Materials Science & Engineering
- Chemical and Nuclear Engr. Bldg (#090), Room 2144
- College Park, MD 20742
- Phone: (301) 405-8932
- Fax: (301) 405-6327
- Email: jbishop1@umd.edu

**Requestor Email:**

**Lab Ph:**

**Vendor Information:**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Agent</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quote Number:**

**Contract Number:**

**Justification:**

---

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Web Pg</th>
<th>Cat No.</th>
<th>Pkg.</th>
<th>Qty to Order</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

**Shipping & Handling**

Other

**Authorization Signature:**

**Date:**

**Payment Information:** (Office Use Only)

- Payment by Credit Card: VISA
- **Cardholder Name:**
- **Date Ordered:** 09/21/17
- **Card Number:**
- **Expiration Date:**
- **Tax Exempt #:** 30002563

**Total:**

---

**Payment Information:**

- **Payment by Credit Card:** VISA
- **Cardholder Name:**
- **Date Ordered:** 09/21/17
- **Card Number:**
- **Expiration Date:**
- **Tax Exempt #:** 30002563

---

**Payment Information:**

- **Payment by Credit Card:** VISA
- **Cardholder Name:**
- **Date Ordered:** 09/21/17
- **Card Number:**
- **Expiration Date:**
- **Tax Exempt #:** 30002563

**Total:**
## Supply / Equipment Order Form

**Department of Materials Science & Engineering**

**Jenna Bishop**

**University of Maryland**

**Chemical and Nuclear Engr. Bldg (#090), Room 2144**

**Phone:** (301) 405-8932  
**Fax:** (301) 405-6327  
**Email:** jbishop1@umd.edu

### Vendor Information:

- **Vendor:**
- **Quote Number:**
- **Agent:**
- **Contract Number:**
- **Address:**

### Product Description

<table>
<thead>
<tr>
<th>Product Description</th>
<th>Web Pg</th>
<th>Cat No.</th>
<th>Plg.</th>
<th>Qty to Order</th>
<th>Unit Price</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1</td>
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<td>$0.00</td>
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<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Shipping & Handling:** $ -  
**Other:**  
**Tax:**  
**Total:** $ -

### Payment Information: (Office Use Only)

- **Payment by Credit Card:** VISA  
- **Cardholder Name:**  
- **Card Number:**  
- **Expiration Date:**  
- **Tax Exempt #: 30002563**

---

**Authorization Signature:**

**Date:** 9/21/17

**Ordered by:**  
**Date Ordered:** 09/21/17
Department of Chemistry & Biochemistry

CHEMSTORES Request Form

Requisition #

Date: ____________________________

To: CHEMSTORES

From: ____________________________
(Requesting Department)

Debit Account #: ____________________________

Requestor: ____________________________

Faculty and/or PI Signature: ____________________________

Phone: ____________________________

Email: ____________________________
MSE PURCHASE REQUEST
MSE.UMD.EDU/INTRANET

From: ____________________________
( Requesting Department )

Debit Account #: ____________________

Requestor: ________________________

Faculty and/or PI Signature: ______________ 

Phone: ____________________________

Email: _____________________________

Department Authorization Name: ____________________________

Signature: ___________________________

$ limit ____________________________

Chem Stores receipt#: ____________________________
### Department(s) of Chemical & Biomolecular Engineering and Materials Science & Engineering

**TRAVEL REQUEST**

<table>
<thead>
<tr>
<th>TRAVELER INFORMATION:</th>
<th>Date Submitted:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td></td>
</tr>
<tr>
<td>Social Security Number:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

**PURPOSE OF TRAVEL:**


**TRANSPORTATION**

<table>
<thead>
<tr>
<th>Mode of Transportation:</th>
<th>Yes</th>
<th>No</th>
<th>Cost of Ticket</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAIL</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>University Vehicle</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Private Vehicle</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>AIR</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Travel Agency:**

**Name of Airport:**

- (Departure)
- (Arrival)

**Name of Airline**

**Confirmation #**

Note: For Federally sponsored travel (FRS #s 01-4-30000 through 01-4-33999 and all 01-5-XXXXX), confirm that itinerary is in compliance with the "Fly America" U.S.A flag carrier requirement.
TRAVEL AUTHORIZATION
MSE.UMD.EDU/INTRANET

<table>
<thead>
<tr>
<th>Travel Agency:</th>
<th>Name of Airline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Airport: (Departure)</td>
<td>Confirmation #</td>
</tr>
<tr>
<td>(Arrival)</td>
<td></td>
</tr>
</tbody>
</table>

Note: For Federally sponsored travel (FRS #s 01-4-30000 through 01-4-33999 and all 01-5-XXXXX), confirm that itinerary is in compliance with the "Fly America" U.S.A flag carrier requirement.

**TOTAL ESTIMATED COSTS:**

<table>
<thead>
<tr>
<th>Transportation:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Rail</strong></td>
</tr>
<tr>
<td><strong>Air</strong></td>
</tr>
<tr>
<td><strong>University Vehicle</strong></td>
</tr>
<tr>
<td><strong>Private Vehicle</strong></td>
</tr>
<tr>
<td><strong>Limo/Taxi</strong></td>
</tr>
<tr>
<td><strong>Auto Rental</strong></td>
</tr>
<tr>
<td><strong>Parking Fees</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Meals: eff 7/1/17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$10.00 - Breakfast</strong></td>
</tr>
<tr>
<td><strong>$12.00 - Lunch</strong></td>
</tr>
<tr>
<td><strong>$25.00 - Dinner</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hotel Lodging:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lodging Cost / night</strong></td>
</tr>
<tr>
<td><strong>Porter</strong></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Registration Fees:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Total Travel:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$0.00</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Funding Source:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FRS#</strong></td>
</tr>
</tbody>
</table>

Signature: Principal Investigator

Funding Source: FRS#

Note: Original receipts are required for all expenses noted above or if receipts can not be obtained or are lost, signed affidavits will be required. **International travel** is to be charged to a sponsored project (Ledger 5 accts.), the request must be approved by ORAA.
TRAVEL AUTHORIZATION
MSE.UMD.EDU/INTRANET

UNIVERSITY OF MARYLAND
COLLEGE PARK
EXPENSE STATEMENT

Revised 6/30/17

IS INDIVIDUAL A UMCP EMPLOYEE ON UMCP PAYROLL?
(YES / NO)

KFS ACCOUNT SOCIAL SECURITY NO FIRST NAME AND MIDDLE INITIAL LAST NAME

* Social Security Number must be provided. If not applicable, please provide Immigration Status with Visa and Passport Number.

DEDUCTION OUT-OF-STATE MILEAGE @ SUBCODE MILEAGE @ AMOUNT

<table>
<thead>
<tr>
<th>CODE</th>
<th>D/DE</th>
<th>REQUEST NO.</th>
<th>1/2 RATE</th>
<th>FULL RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>86</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HOME ADDRESS:

STREET/APT # CITY & STATE ZIP

PURPOSE OF TRAVEL:


TRAVEL EXPENSE BY DATE

<table>
<thead>
<tr>
<th>DATE (MM/DD/YY)</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
<th>LODGING *</th>
<th>TAXI OR LIMO</th>
<th>AIR-RAIL/BUS *</th>
<th>AUTO RENTAL *</th>
<th>PARKING FEE</th>
<th>BRIDGE OR TOLLS</th>
<th>REGISTRATION FEE *</th>
<th>PORTERAGE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

* Original receipts must be obtained for expenses not covered through per diem.

Per Diem Amount (7/1/2017)

- Breakfast: $10.00
- Lunch: $12.00
- Dinner: $25.00

TOTAL EXPENSE

$0.00

* GRATUITIES (recommend not exceeding 18%)

ARE ADDITIONAL MEMOS ATTACHED? (YES / NO)

TRAVELER’S SIGNATURE DATE

ITINERARY

DATE (MM/DD/YY) START / END START / END START / END START / END START / END

TRAVEL AUTHORIZATION
MSE.UMD.EDU/INTRANET

CERTIFIED JUST AND CORRECT AND PAYMENT NOT Received Travel in Full Compliance with Policy.

PLEASE PRINT APPROVING AUTHORITY NAME & TITLE:

APPROVING AUTHORITY SIGNATURE DATE

DEPARTMENT NAME & CONTACT PERSON

MSE and/or ChBE -- Patricia Lorenzana

PHONE EMAIL

405-1935 plorenza@umd.edu 6/30/17
### Travel Authorization

**MSE.UMD.EDU/INTRANET**

**Date:** 6/30/17

**Traveler's Name:** Patricia Lorenzana

**Phone:** 405-1935

**Email:** plorenza@umd.edu

**Travel Authorization:**

- **Air/Rail/Bus:** $0.00
- **Auto Rental:** $0.00
- **Parking Fee:** $0.00
- **Bridge or Tolls:** $0.00
- **Registration Fee:** $0.00
- **Porterage:** $0.00

**Meal Cost Includes Related Auto Mileage:** 0

**Gratuities:** (recommend not exceeding 18%)

**Per Diem Amount (7/1/2017):**
- $10.00 - Breakfast
- $12.00 - Lunch
- $25.00 - Dinner -- per day

**Total Expense:** $0.00

**Itinerary:**

<table>
<thead>
<tr>
<th>Date (MM/DD/YY)</th>
<th>START / END</th>
<th>START / END</th>
<th>START / END</th>
<th>START / END</th>
<th>START / END</th>
<th>START / END</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME</td>
<td>FROM:</td>
<td>TO:</td>
<td>FROM:</td>
<td>TO:</td>
<td>AUTO MILEAGE</td>
<td>MILES AT:</td>
<td>$0.535 Per Mile</td>
</tr>
<tr>
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<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

*Original receipts must be obtained for expenses not covered through per diem.*

**Travel Authorization:**

**Are Additional Memos Attached?** (Yes / No)

**Certified Just and Correct and Payment Not:**

Received travel in full compliance with policy.

**Please Print Approving Authority Name & Title:**

**Approving Authority Signature:**

**Department Name & Contact Person:**

**Travel Authorization**

MSE and/or ChBE -- Patricia Lorenzana

**Phone:** 405-1935

**Email:** plorenza@umd.edu

**Date:** 6/30/17
# Required Training for Laboratory Personnel

(Principal investigators, research assistants, postdocs, graduate and undergraduate students, etc.)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Training is Required If You:</th>
<th>Frequency</th>
<th>Training Format</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Laboratory and Chemical Safety</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chemical Hygiene</td>
<td>Work in a research laboratory where chemicals are present</td>
<td>One time</td>
<td>Online</td>
</tr>
<tr>
<td>New Laboratory Researcher</td>
<td><strong>Work in a research laboratory</strong></td>
<td>One time</td>
<td>Classroom</td>
</tr>
<tr>
<td>Laboratory Exposure Controls</td>
<td>Work in a research laboratory</td>
<td>One time</td>
<td>Online</td>
</tr>
<tr>
<td>Safety Orientation for Graduate and Teaching Assistants</td>
<td>Will be a teaching assistant in an undergraduate laboratory class</td>
<td>One time</td>
<td>Classroom</td>
</tr>
<tr>
<td>Laboratory Specific Safety Orientation</td>
<td>Work in a research laboratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Material, Process and Equipment Specific Training</td>
<td>Work with hazardous materials, processes or equipment</td>
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</tr>
<tr>
<td><strong>Biological Safety</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Biosafety Level 2</td>
<td>Work with animals infected with Risk Group 2 agents</td>
<td>Every 3 years</td>
<td>Classroom &amp; Online</td>
</tr>
<tr>
<td>Biosafety Practices</td>
<td>Work with biological agents</td>
<td>One time</td>
<td>Online</td>
</tr>
<tr>
<td>Bloodborne Pathogens</td>
<td>Work in a BSL-2 lab; work with blood, blood products, human and/or non-human primate cells (including tissue culture) or other potentially infectious materials</td>
<td>Annual</td>
<td>Online</td>
</tr>
<tr>
<td>NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules</td>
<td>Work with recombinant or synthetic DNA or RNA</td>
<td>One time</td>
<td>Online</td>
</tr>
<tr>
<td>Dual Use Research of Concern</td>
<td>Work with materials that have a potential to be misapplied to threaten public health or national security</td>
<td>One time</td>
<td>Online</td>
</tr>
<tr>
<td>Shipping Infectious Substances and Dry Ice</td>
<td>Transport or ship infectious substances and other biological materials</td>
<td>One time</td>
<td>Classroom</td>
</tr>
<tr>
<td><strong>Radiation Safety</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Radioactive Materials Users Parts 1 and 2</td>
<td>Work with radioactive materials, or work in or frequent restricted areas where radioactive materials are used and stored</td>
<td>One time</td>
<td>Online &amp; Classroom</td>
</tr>
<tr>
<td>Radioactive Materials Refresher</td>
<td>Work with radioactive materials</td>
<td>Biennial</td>
<td>Online</td>
</tr>
<tr>
<td>X-Ray Devices Parts 1 and 2</td>
<td>Work with equipment that produces x-rays</td>
<td>One time</td>
<td>Online &amp; Classroom</td>
</tr>
<tr>
<td>Particle Accelerators</td>
<td>Work with particle accelerators</td>
<td>One time</td>
<td>Classroom</td>
</tr>
<tr>
<td>Laser Safety Parts 1 and 2</td>
<td>Work with Class 3B and Class 4 lasers</td>
<td>One time</td>
<td>Online &amp; Classroom</td>
</tr>
<tr>
<td><strong>Waste</strong></td>
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<tr>
<td>Hazardous Waste Generator</td>
<td>Generate hazardous waste (chemical, biological and radioactive)</td>
<td>Annual</td>
<td>Online</td>
</tr>
<tr>
<td>Biohazard Waste Disposal</td>
<td>Generate infectious waste</td>
<td>One time</td>
<td>Online</td>
</tr>
<tr>
<td>Radioactive Waste Generator</td>
<td>Generate radioactive waste</td>
<td>Annual</td>
<td>Online</td>
</tr>
<tr>
<td><strong>Miscellaneous Safety Topics</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Crane and Hoist Safety</td>
<td>Use a crane or hoist</td>
<td>One time</td>
<td>Contact DES</td>
</tr>
<tr>
<td>Electrical Safety (NFPA 70E)</td>
<td>Work with high voltage electrical systems</td>
<td>Every 3 years</td>
<td>Contact DES</td>
</tr>
<tr>
<td>Hearing Conservation</td>
<td>Are exposed to noise levels &gt; 85 dB averaged over 8 hours</td>
<td>Annual</td>
<td>Contact DES</td>
</tr>
<tr>
<td>Lockout/Tagout</td>
<td>Perform maintenance or service on equipment</td>
<td>One time</td>
<td>Contact DES</td>
</tr>
<tr>
<td>Respiratory Protection</td>
<td>Wear a respirator</td>
<td>Annual</td>
<td>Contact DES</td>
</tr>
</tbody>
</table>

All training is provided by the Department of Environmental Safety, Sustainability, and Risk (ESSR) unless noted otherwise. Additional training may be required based on the activities performed in your lab. Contact ESSR at 301-405-3960 or labsafety@umd.edu for additional information. Register for training at [www.essr.umd.edu](http://www.essr.umd.edu).
UMD SHARED FACILITIES
EQUIPMENT OUTSIDE YOUR LAB

• Nanocenter
  • FabLab (cleanroom)
  • AIMLab (SEM/FIB/TEM)

• Modern Engineering Materials Instructional Laboratory

• X-ray Crystallographic Center

• Surface Analysis Center
NANOCENTER FACILITIES OVERVIEW

NANOCENTER.UMD.EDU

- Maryland NanoCenter
  - Advanced fab and characterization facilities housed in the Jeong H. Kim Engineering Building on campus
    - FabLab (Micro- and Nano-Fabrication Laboratory)
    - AIMLab (Advanced Imaging and Microscopy Laboratory)
  - Shared facilities allow collaboration between UMD faculty, staff, and students and outside researchers in many scientific and engineering disciplines
FABLAB CAPABILITIES

- 10,000 sq. ft. Class 1000 Cleanroom
- Contains variety of processing tools required for device fab and analysis
- 5 professional staff handle supervision, training, maintenance, and process support
- Training/access requests, scheduler, etc. @ nanocenter.umd.edu

Physical Deposition

Lithography

Etching

Chemical Vapor Deposition
AIMLAB CAPABILITIES

- Scanning and transmission electron microscopes for material characterization
  - 2x JEOL JEM2100 transmission electron microscopes
    - EDS, EELS for chemical analysis
    - Temperature-controlled sample holders
  - 2x TESCAN focused ion beam/SEM systems
    - Ga- and Xe- ion sources
    - Gas deposition systems, EBSD, CL, EDS, TOF-SIMS, STEM detectors
- Short courses during breaks, TEM class
MEMIL
1135 KIM / MEMIL.UMD.EDU

- Modern Engineering Materials Instructional Laboratory
- Teaching Lab
  - Classes take priority
- Lots of mechanical equipment plus other (scopes, saws, particle analyzer)
- Online calendar, schedule via email
- Contact: Dr. Bonenberger, rjbon@umd.edu
X-RAY CRYSTALLOGRAPHIC CENTER

B0112 CHEM / WWW2.CHEM.UMD.EDU/FACILITY/XRAY/

- Single Crystal, Powder, Small Angle XRD
  - Heated/Cooling
- X-Ray Safety Training First
  - essr.umd.edu
- Training done as needed
- Online scheduling
- Contact: Dr. Zavalij
  pzaivalij@umd.edu
SURFACE ANALYSIS CENTER
B0127 / CHEM.UMD.EDU/SHAREDINSTRUMENTATION/
SURFACE-ANALYSIS-CENTER

• XPS, AFM, and Confocal-Raman
• Available as needed
• Training available
• Contact: Dr. Gaskell, kgaskell@umd.edu
MAKING PARTS

- Machine Shops
- Physics
- IREAP (if applicable)
- 3D Printing
- EPSL
- Terrapin Works
Electronic and Mechanical Development Groups

Best if you can go with drawing (CAD ideal)

Talk to Dave, get quote and form, have PI sign, return form with drawings/parts

They can source materials or you can provide
3D PRINTING

LIB.UMD.EDU/EPSL & TERRAPINWORKS.UMD.EDU

- Library
  - PLA: 20¢/gram
  - Fast turn around time
  - You supply .STL

- Terrapin Works
  - ABS/PLA: 10¢/gram
  - They can help with design
  - Can print exotic materials
PRINTING RESOURCES

• UMD Engineering Copy Center
  • 1123 Martin Hall
  • Open M-F
  • Can do emergency/rush orders 24/7
  • Basic poster printing up to 42” x any length
  • Foamboard mounting up to 40” x 32”

• FedEx Office
  • 4417 Hartwick Rd, just south of campus
  • Open 7 days a week
  • Recommended for poster lamination and high quality foamboard mounting

• Megaprint
  • New Hampshire, and online (megaprint.com)
  • Haven’t used personally, but comes highly recommended
  • Can do posters printed on cloth for easy transport in luggage without poster tubes
NEXT WEEK
INTRODUCTION TO ADVANCED WRITING

- Reference Managers
  - Mendeley
  - EndNote
  - Zotero
- LaTeX
  - Download the software ahead of time!
    - MacTeX (for Mac), MiKTeX (for Windows)