

# Poster Printing Services by FedEx Office at McCormick Place Convention Center

As a premium service available to Neuroscience 2024 presenters, FedEx Office will conveniently print your color posters onsite.

Place your orders by  
Saturday, October 5, 2024

1

Prepare File –  
Save as a PDF

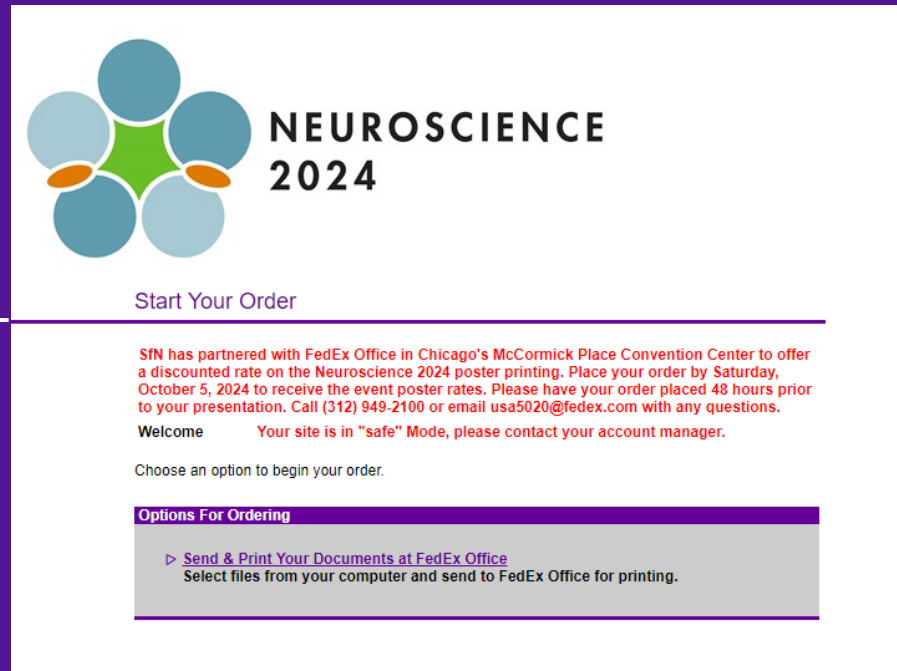
2

Click on Link Below  
Welcome to FedEx  
Office DocStore

## Contact Information

FedEx Office – McCormick Place Convention Center  
Phone: (312) 949-2100  
Email: [usa5020@fedex.com](mailto:usa5020@fedex.com)

Order submissions  
due 48 Hours prior  
to presentation.



The screenshot shows the Neuroscience 2024 FedEx Office DocStore interface. At the top left is the Neuroscience 2024 logo, which consists of five overlapping circles in shades of blue and green. To the right of the logo is the text "NEUROSCIENCE 2024". Below the logo and text is a "Start Your Order" button. A horizontal line separates this header from the main content area. The main content area contains a red warning message: "SFN has partnered with FedEx Office in Chicago's McCormick Place Convention Center to offer a discounted rate on the Neuroscience 2024 poster printing. Place your order by Saturday, October 5, 2024 to receive the event poster rates. Please have your order placed 48 hours prior to your presentation. Call (312) 949-2100 or email [usa5020@fedex.com](mailto:usa5020@fedex.com) with any questions." Below this is a "Welcome" message: "Your site is in 'safe' Mode, please contact your account manager." Underneath is a section titled "Options For Ordering" with a blue background. It contains a link: "Send & Print Your Documents at FedEx Office" with a right-pointing triangle icon, and the text "Select files from your computer and send to FedEx Office for printing."

# Steps 1 – 3 for Order Submission Due 48 hours prior to presentation



## Create Your Document - Step 1

Upload your file and click CONTINUE. Poster size will be selected on the next screen.  
Step 1 - Select your file, choose printing options for it and add it to your document.

Estimated Price: **\$0.00**  
(Excludes taxes and shipping)

### File Selection and Printing Options

File Selection:  
Add one or more files to your document.  
If your document contains more than one file, you will add files one at a time.

Choose File | Neuroscience... Sample.pdf

### Printing Options:

Color color Paper Type Matte Paper  
# of Sides single-sided

Enter instructions for Other choices in Step 2 on next page

Add File

### Please Note: Online Preview

We can now offer online preview for the following file types:

- Adobe Acrobat (.pdf)
- Encapsulated PostScript (.eps)
- FedEx Office document file (.kdf)
- Microsoft Office Excel (.xls, .xlsx, .xlsm, .xltb, .xltm, .xlsb, .xlam)
- Microsoft Office PowerPoint (.ppt, .pptx, .pptm, .pobx, .potm, .ppam, .ppsx, .ppsm)
- Microsoft Office Word (.doc, .docx, .docm, .dotx, .dotm)
- Plain Text (.txt)
- PostScript (.ps)
- Rich Text File (.rtf)

If a non-accepted file type is uploaded to the system, please be aware that you will be directed to an exception screen that will ask you to provide additional detail regarding the uploaded file. If you choose to continue processing the uploaded file, we will not be able to provide a preview or estimated price.

Continue

For the file to be uploaded, submit files in PDF format for streamlined production. Ensure your file is sized for poster size. For example, if you need to print a 36x48 poster, ensure the file uploaded is sized correctly. Failure to do so will result in different charges.

## Create Your Document - Step 2

Choose a poster size using only one of the dropdown menus below.

Step 2 - Indicate how you want the finished document to look.

Estimated Price: **N/A** »  
(Excludes taxes and shipping)

### Document Name & Finishing Options

Document Name:  
Give your document a descriptive name (for example, HR Training Manual, Sales Presentation, etc.).

Neuroscience 2024 Sample.pdf

Special Instructions: ?

If 'Other' option is selected, then Online pricing and preview are not available.  
[Click here to enter Special Instructions](#)

### Finishing Options:

36x48 inches - \$126.78 plus tax none

42x56 inches - \$179.61 plus tax none

48x72 inches - \$241.20 plus tax none

Add File

Continue

# Orders placed by Saturday, October 5, 2024



## Shopping Cart

Quantity	Documents in Your Order	Files in the Document	Estimated Price <sup>(1)</sup>	
1	Neuroscience 2024 Sample.pdf	Neuroscience 2024 Sample.pdf	N/A	<a href="#">Edit</a> <a href="#">Delete</a>
<a href="#">Empty Shopping Cart</a>				<a href="#">Create Another Document</a>

<sup>(1)</sup> The estimated price excludes taxes and shipping.

### Contact

Indicate who to contact regarding this order.

\*First Name:   
\*Last Name:   
\*Address 1:   
Address 2:   
\*City:   
\*State/Province/Other: Choose One  
Zip/Postal Code:   
\*Country/Location: United States  
\*Phone:  ext.   
\*E-Mail Address:

Remember my contact info for my next order.  
\*Required

### Payment

\*Method: American Express  
\*Account Number:   
\*Expiration: 01 | 2009  
\*CVV:   
\*Name on Card:

### Billing Address

Same as Contact

\*Billing Address:   
Billing Address 2:   
\*City:   
\*State/Province/Other: Choose One  
\*Zip/Postal Code:   
\*Billing Country/Location: United States

Continue

For the Contact enter the name and contact information for the person who will be picking up the poster at Neuroscience 2024

Note: An online preview of your uploaded file will not be available. Confirm all content included in your file is final before uploading the PDF.



# Steps 4 – 6 to Submit and Pay for Order



# Order submissions due 48 hours prior to presentation



## Shipping & Production Details

Click CONTINUE. DO NOT CHECK "Same as contact" button.

**Order Completion**

Indicate when the FedEx Office and Print Center should complete the production of your order. Additional time required for shipping or local delivery.

in 2 days

**Proof**

Do you want to receive a hard copy proof?

No, I do not want a proof

Choose No Proof if you accept the online Preview as the Proof

Please Note:

- No charge for first hard copy proof copy
- Charge for additional proof copies

**Production Location**

\*FedEx Office Print and Ship Center for Production:

Chicago IL McCormick Conv

Address: 2301 S Dr Martin Luther King Jr Dr  
Level 2.5 Receiving Dept  
Chicago, IL 60616

Phone: 3129492100  
Fax: 3128426533  
Email: usa5020@fedex.com

**Recipient**

Add this recipient to my order.

Same as contact

\*Required

**Delivery**

\* Delivery Method: Pick Up at FedEx Office

\*Required

Continue

NOTE: Poster Tubes are available for purchase at the time of pick-up. Scroll down and click PLACE ORDER.

Quantity	Documents in Your Order	Edit
1	Neuroscience 2024 Sample.pdf	Edit

**Contact**

Neuroscience Sample  
(312) 949-2100  
usa5020@fedex.com

2301 S Martin Luther King Drive  
Chicago, IL 60616  
United States

Edit

**Payment**

Visa : \*\*\*\*\*  
Exp: \*\* / \*\*\*\*

Name on Card:

**Billing Address**

Payment cannot be taken online due to the following reasons:

- Neuroscience 2024 Sample.pdf:No Paper SKU for colorCode=Color, sizeCode=See job ticket notes, sideTypeCode=1\_1, paperType=Matte Paper

A FedEx Office Team Member will contact you prior to production if there are any questions regarding your order.

Edit

**Order Completion**

in 2 days

Edit

**Proof**

Do you want to receive a hard copy proof?  
No, I do not want a proof

Edit

**FedEx Office Store for Production**

Chicago IL McCormick Conv  
2301 S Dr Martin Luther King Jr Dr  
Level 2.5 Receiving Dept  
Chicago, IL 60616  
Phone: (312) 949-2100  
Fax: (312) 842-6533  
EMail: usa5020@fedex.com

Edit

**Delivery Instructions to Center**

Edit

**Recipient**

Shipping Address

Edit

**Delivery**

Delivery Method: Pick Up at FedEx Office

Edit

**Next Steps**

A FedEx Office Team Member will contact you prior to production if there are any questions regarding your order.

[Back to Shopping Cart](#) [Place Order](#)

Place orders by  
Saturday, October 5, 2024

Once your order is complete, a confirmation email will be sent the individual indicated in the Contact section of the ordering process.

Thank You!

