

JDC Deposit: Poster Submission Guidelines

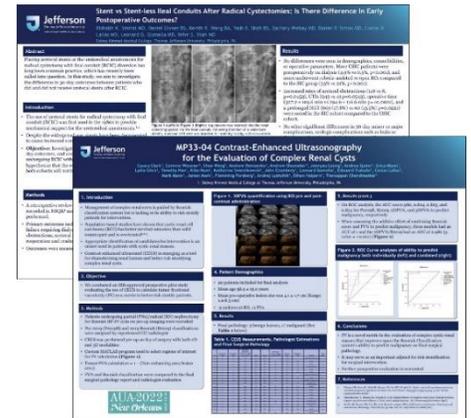
Thomas Jefferson University and Jefferson Health faculty, staff, researchers, and students deposit posters to the Jefferson Digital Commons, the JDC, from individual conference presentations, on-campus poster sessions, and student projects.

Individual Submission

If you are a Jefferson individual who is interested in depositing to an existing JDC poster collection, send the required [JDC Release Form](#) and the file(s) of your poster to: digitalcommons@jefferson.edu.

Departmental/Center Submission

If your Jefferson department or center is hosting a poster session at Jefferson for a new Jefferson event and you would like to create a JDC collection for posters from your event, [contact us](#) to discuss your interest in creating a new JDC collection.



New JDC Collection

To set up a new JDC collection for your Jefferson event, please provide the following:

- Your name, department, and Jefferson affiliation
- Share what your event is and when it will be held
- Write a brief description (3-5 sentences) about the event/new JDC collection
- List what content type(s) you are looking to deposit
 - Posters, recordings, presentation slides, photographs, or another content type
- Provide a header image for your event/JDC collection (*optional*)

Send this information to: digitalcommons@jefferson.edu. The JDC Repository Manager will review your poster inquiry and will reach out to schedule a meeting to discuss your event and answer your questions.

Sharing Files for JDC Deposit

To deposit content to the JDC, each presenter is required to sign and complete the required [JDC Release Form](#). To streamline the collection of your poster file(s) along with the required completed [JDC Release Form](#) from the presenters, we recommend collecting and sharing the files via Box or OneDrive. Create a new folder for each presenter (Last Name_First Name, Smith_Sam).

After you've gathered and collected the files, share the Box/OneDrive folder with the JDC Repository Manager, Anita Lai. If you have any questions, [contact us](#).

File Naming Format

Save the [JDC Release Form](#) and poster file(s) in the individual's folder (Last Name_First Name, Smith_Sam) using the following file naming convention:

- **JDC Release Form (.pdf or .jpg)**: date release signed YYYYMMDD_Last Name_First Name_release
 - 20251201_Smith_Sam_release.pdf
- **Poster (.pdf, .pptx, .jpg)**: Last Name_First Name_poster
 - Smith_Sam_poster.pdf