DRAFT INSTRUCTIONS

To HHV-6/7 conference participants:

If you would like to have your poster printed in Japan and delivered to the Hotel Monterey, you can upload your file to MojoPrint in Japan.

Order Deadline

All orders must be placed and uploaded by the 12th of March Japan time (which is Tuesday 11th of March Los Angeles time/PDT). This will allow the printers enough time to check the poster data for problems and then issue an invoice for the poster. You would then need to pay your invoice before the printers can begin production. This will allow the printers enough time to then arrange for delivery to the Hotel Monterey on Saturday March 22nd.

Poster Data Format

All posters must be VERTICAL and not horizontal. For the posters, MoJoPrint requires PDF data. The posters will also need to have 3mm bleed added on each side. For a poster at A0 size (841x1189mm) the total size including bleed is 847x1195mm. The bleed is required so that when the posters are trimmed there are no white lines remaining around the outside. This is so designs can have color all the way to the edges.

They also have some tutorials if required - https://blog.mojoprint.jp/knowledge-base/what-is-bleed/. https://blog.mojoprint.jp/knowledge-base/what-is-bleed/.

Cost and Payment Method

The cost including delivery is 8,100 yen or approximately \$52. Just a note, their invoice will be in JPY and payment needs to be in JPY too. Credit card payment is through Stripe and all major cards are accepted, including AMEX. They also accept PayPal. They do not allow International Bank Transfers, as those can take too long to receive and have high fees involved.

When completing the order you will see a box for a promotional code. Make sure you use this code to receive free delivery: **HHV67Conf**

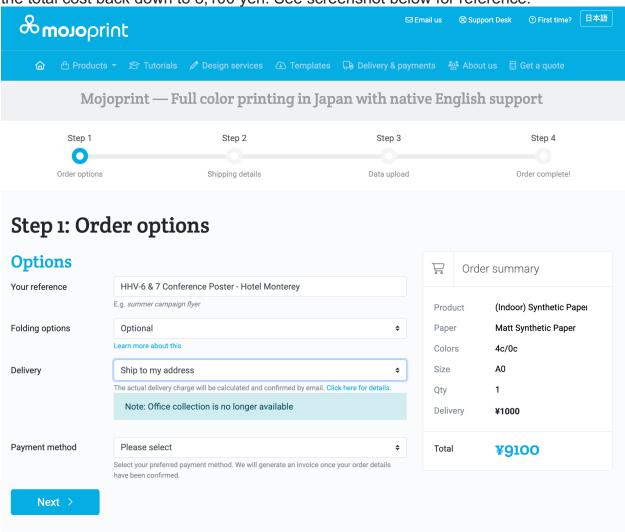
How to Order your Poster:

You can order your poster by clicking on this link: <u>Click to Order Your Poster</u>. MoJoPrint recommends using indoor synthetic paper for these posters. Select the AO full color poster and follow the steps from there.

Step 1: Order Options

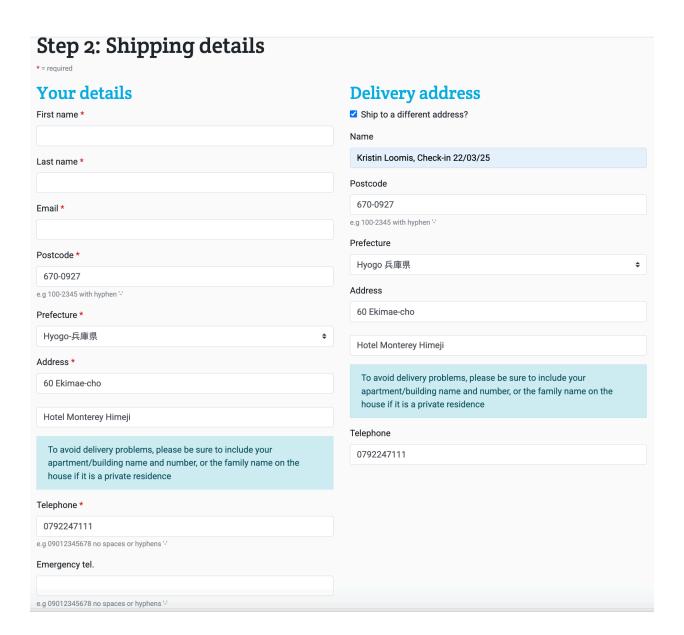
For the Reference line, please write: "HHV-6 & 7 Conference Poster - Hotel Monterey". Please follow the screenshot below to enter the rest of the information, the only thing you need to select is what form of payment you want to use. NOTE: the total will show 9,100 yen because of the additional shipping

cost, but on a later page you can add the promotional code HHV67Conf to bring the total cost back down to 8,100 yen. See screenshot below for reference:



Step 2: Shipping Details

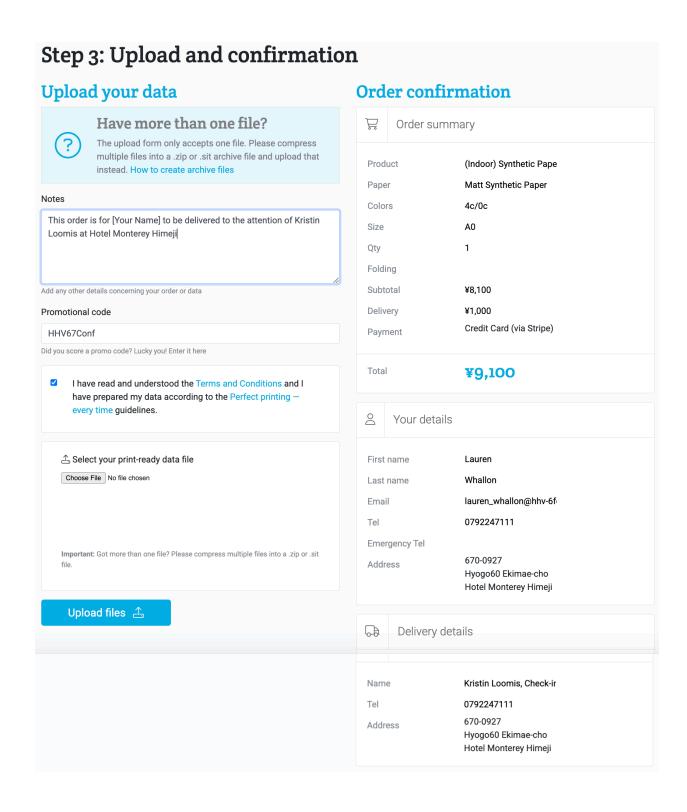
Please fill out your name and email address in the respective fields. And then please follow the screenshot below to fill out the rest of the form:



Step 3: Upload and Confirmation

You can then upload your poster design, if it is just one file it should not need to be compressed. Compressing is usually only needed for uploading multiple PDFs. If files are too big (over 30mb) they will not be accepted by the MoJoPrint site. You can instead upload a small dummy image and send the poster via https://wetransfer.com/ to order@mojoprint.jp.

Please make sure to include the <u>HHV67Conf</u> promotional code, and also, in the notes section, please make sure to include the following: "This order is for [Your Name] to be delivered to the attention of Kristin Loomis at Hotel Monterey Himeji". See screenshot below for reference:



Please click to upload your file and follow the steps from there to finish and place the order.

If you have any questions, please do not hesitate to reach out to Lauren at Lauren_Whallon@HHV-6Foundation.org.