SGIM Regional Meeting Poster Ordering Information & Instructions

Please go to https://order.goc2i.com/customer/sgim to access on online ordering portal

Please enter code Users@SGIM to access and then choose the <create new account> option

Create a unique username and password for your account

Once your account is created you will see the online portal order page

Click on the POSTERS name within the blue bar on the screen

Choose the item you wish to order – Eco and travel friendly Fabric poster, or paper poster in a shipping tube. All orders will require 5 business day lead time to print and ship to either your home address or alternative address for your conference accommodations. Please provide shipping information at time of order. Al shipments will go UPS ground service.

Complete the ORDER DETAILS, SHIP to and BILL to tabs on the right-hand side of the order form screen.

Once all this information is entered, in the tab above, please click on the shopping cart icon on the upper right-hand side of the screen (within the YOUR ITEMS black tab)

Click on the upload word within the yellow box. Browse for your poster file. PLEASE NOTE, all files submitted MUST BE in PDF format and are ready to print. Once order is submitted no changes can be accepted. We suggest you set your page size within your design program to either 42"x42" or 36"x48" so that the final output of your poster will fit on the allotted poster board space. Once you choose your file hit the upload button to send your file into our system.

Scroll down to the Checkout button and press to complete your order. You'll be asked to print and submit. Your credit card information will then be collected and run by our secure clearinghouse.