University of Arizona College of Nursing
Printed Poster Policy
Last updated: February 3, 2015

Overview:

Posters created and presented by students, staff and faculty from the UA College of Nursing represent not only the presenter, but also the College and the University to local, regional, national and international audiences.

This policy and process were created to ensure all posters meet UA College of Nursing branding, sizing and quality standards. Presenters have the option to format the poster themselves, or to have the Office of Learning and Healthcare Technology Innovations (LHTI) format the poster for them.

To ensure the integrity of this process, access to the printed poster template is limited to faculty only, accessed via the CON Intranet. In order for students to access the template, they must request it directly from their faculty mentor.

*All other poster templates are void and should not be used*, as they no longer meet the branding standards established by the University of Arizona.

Deadlines:

- As the presenter, it is your responsibility to submit the content for your poster *six weeks in advance of departure for the presentation event* to ensure timely delivery.
- For WIN 2015, poster content must be submitted via the Help Ticket System no later than Friday, February 27.

Students:

- **All students must use** the UA College of Nursing poster template.
- **Students must obtain the template from their faculty mentor** and work together to develop the content for the poster and complete the printed poster process.
- All student posters must be printed via LHTI.

Faculty:

- **All faculty must use** a UA College of Nursing poster template.
- An alternate to the preferred template is available. Please contact LHTI via the Help Ticket System.
- Faculty should only distribute the preferred template to students they are mentoring for an upcoming presentation.

Electronic Posters:

- For electronic posters, please contact LHTI directly via the Help Ticket System.
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Printed Poster Process

**Choice #1:** Presenter Formats Poster

- ≥8 weeks prior to event date, presenter obtains poster template from CON Intranet.
- Presenter enters content into poster template.
- 6 weeks prior to departure for the event, presenter submits poster template to LHTI via the Help Ticket System.

**Choice #2:** LHTI Formats Poster

- 6 weeks prior to departure for the event, presenter provides content for poster to LHTI via the Help Ticket System.
- LHTI reviews submission for branding standards and print quality.
- If changes are required, LHTI will contact presenter.
- LHTI transmits information and file(s) to BioCom for review.

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Printed Poster Process

If submission is approved as is, BioCom notifies LHTI poster is ready for printing.

If poster requires layout and/or file intervention, BioCom will work with presenter until approved and then send to LHTI for printing approval.

LHTI reviews and approves or denies printing.

If printing denied, LHTI will communicate with BioCom, Office of Nursing Research and presenter to correct items.

Once printed, BioCom notifies LHTI poster is ready for pick-up.

LHTI picks up poster and notifies presenter to pick it up from LHTI.

Presenter is responsible for transporting poster to event/conference*

*except WIN - contact Office of Nursing Research for further instructions.