

Research Poster Policy for Graduate Students

1. Lamb School will pay for poster printing for any Graduate Student who agrees to the poster being publicly displayed in the school after the student presentation is complete.
2. In order for a student to have a poster printed, each student must submit the PDF file to Donna Wireman with the following requirements:
 - A minimum 2-week lead time for printing.
 - Posters must include a standard identification including student name, name and date of conference/presentation.
 - Please ensure that Lamb School and University branding are appropriately incorporated in accordance with branding and identity standards.
 - Acceptable formats include: .pdf, .indd, .png, .jpg, .psd, .eps and .pptx.
 - Size of poster must be 36”(h) x 48”(w) with a 1” margin on each side.
3. Once the poster is printed, it will be delivered in a poster tube to the main office and staff will notify the student the poster is ready for pickup.
4. By submitting the posters for printing paid through the Lamb School, the student is acknowledging that once the poster presentation is complete, they will return the poster in the tube to the front office for display.
5. Once the poster presentation is complete and the poster is returned to the main office, both the print request date and return to office date will be noted for display rotation purposes.
6. Displayed posters will be prioritized based on the date of original submission to the school for printing or the “print request date.” If there happens to be multiple posters with the same print request date, priority would then be based on “return to office date” after presentation.
7. Posters will be displayed for up to 3 months (depending on number of posters waiting to be displayed) and at the discretion of the School Head.
8. When the poster is rotated out of the display, an email will be sent to the student with notification that the poster is ready for pickup from the main office.
9. Posters will be stored for 1 month by the main office. Afterwards, the poster becomes school property and may be discarded.

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