

## Poster Guidelines

<b>Office of Accountability:</b>	Space Committee
<b>Office of Administrative Responsibility:</b>	Vice Dean of Medicine
<b>Approver:</b>	Space Committee
<b>Approval Date:</b>	June 16, 2016
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### Definitions

<b>Poster</b>	Any material used for the purpose of advertising whether it is promotional, commercial, or informational in nature.
<b>Research Poster</b>	A poster presenting research findings from a research team with an academic or professional focus.
<b>Space</b>	Medical Education Centre Craig L. Dobbin Genetics Research Centre Health Sciences Centre (FoM space)

### Overview

On a weekly basis, posters are often hung throughout Faculty of Medicine (FoM) space. To maintain and improve the appearance of the physical environment within the Faculty of Medicine, and in an effort to focus information and avoid building damage, the following guidelines were developed.

### Purpose

To regulate the placement of posters within the FoM and to encourage a paperless means of advertising.

## Poster Guidelines

### Scope

These guidelines pertain to any faculty member, student, staff, or group wishing to post material in FoM space.

### Guidelines

- 1.0 Posters are permitted on **corkboards only**, and are not to be hung on any other surface via adhesives.
  - 1.1 Corkboards are strategically placed throughout FoM space to ensure easy access to, and equitable placement of, information.
  - 1.2 Corkboards are for the use of members from Memorial University organizations, academic or administrative units, and departments only.
  - 1.3 An individual who is responsible for hanging a poster is also responsible for taking the poster down in a timely fashion, once the poster information is no longer applicable.
  - 1.4 The Space Committee will ensure sufficient corkboards are available to provide a reasonable amount of space for posters.
- 2.0 Only posters communicating urgent or emergency notifications are permitted to be posted on surfaces other than corkboards.
  - 2.1 Such posters **must** be approved by Facilities Management or the Dean's Office.
- 3.0 Posters not displayed in accordance with these guidelines will be removed.
- 4.0 Any damage associated with a poster being hung on a surface other than a corkboard will be investigated.
- 5.0 **Research Posters**
  - 5.1 Research posters will be displayed electronically on a touch screen monitor in the Atrium of the Medical Education Centre.

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- 5.2 Research poster submissions must be sent via email to [eposter@med.mun.ca](mailto:eposter@med.mun.ca).
- 5.3 Research posters must have the approval of the appropriate Assistant/Associate Dean or Clinical Chair in order to be displayed. This approval must be included with the research poster submission.
- 6.0 Members of the FoM are encouraged to use paperless methods for promoting events. Alternate ways of promoting events/seminars/conferences include:
  - 6.1 MUNMED express
    - 6.1.1 The Faculty of Medicine's eNewsletter distributed **every 2 weeks**.
    - 6.1.2 To submit a news item, event or notification, email [communications.office@med.mun.ca](mailto:communications.office@med.mun.ca).
  - 6.2 HSIMS screens (email: Room Booking at [roomsmed@med.mun.ca](mailto:roomsmed@med.mun.ca))
  - 6.3 MUN Today events (<http://today.mun.ca/submit.php>) which is shared in the weekly Newslite for events.