

# Poster Request Form

Requester Name: \_\_\_\_\_ Best Contact Number: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Date Required: \_\_\_\_\_

Poster Type:  Faculty Research  Student Research  Academic  Global IRB #: \_\_\_\_\_

Poster Title: \_\_\_\_\_

Presentation Venue (Conference): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Date: \_\_\_\_\_

Poster Size: \_\_\_\_\_ high by \_\_\_\_\_ wide **\*THIS SIZE MUST REFLECT SIZE IN POWER POINT**

Poster Type:  standard glossy paper (Cost: \$4.25/sq. ft.)  full lamination (Cost: additional \$1.75/sq. ft.)

Shipping to conference and return requested:  No  Yes \_\_\_\_\_  
Validate Shipping Expense

Estimated Cost: \$ \_\_\_\_\_ (include shipping estimate if requested)

Fund Source:  College Commitment  RIA  Project

Please allow two (2) weeks after receipt to format poster and receive poster approval.

Please allow three (3) business days after approval to obtain a poster proof and final poster.

You will be notified when poster is available and may choose pick up or have it delivered to your office.

Posters paid for by the College of Nursing MUST be created on the current college branded template.

Send completed form to Cassidy Delamarter - [cdelamarter@usf.edu](mailto:cdelamarter@usf.edu) and Trudy Wittenberg - [twittenberg@usf.edu](mailto:twittenberg@usf.edu) via DocuSign.

**Requestor: Do not write below this line** \_\_\_\_\_

IRB Review (Research): \_\_\_\_\_  
Trudy Wittenberg \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied

Marketing Review: \_\_\_\_\_  
Cassidy Delamarter \_\_\_\_\_ Date \_\_\_\_\_

Approved  Denied

Approval of Funds \_\_\_\_\_  
(Dean/Associate Dean signature) \_\_\_\_\_ Date \_\_\_\_\_