



College of Nursing  
Office of Health Research

## POSTER PRINTING REQUEST

**Directions:** Please complete the following application to arrange for use of the poster printing services in the College of Nursing. For additional details, please see page 2 of this form. E-mail the completed request to Dr. Elizabeth Jenuwine at [aa8696@wayne.edu](mailto:aa8696@wayne.edu). **ADVISOR SIGNATURE REQUIRED FOR SUBMISSION.**

<b>Requestor's Information</b>	Application Date:	Name:	Phone:	E-mail:	
	Institution or University:	College:	Department:		
	Please indicate below: Student (indicate level) PhD    DNP    MSN    BSN Name of advisor:			Are you the first author? Yes    No If no, please indicate who the first author is:	
	Advisor approval:				

<b>Project Information</b>	Project/Poster Title:	Is this research project: Funded Unfunded Other (please describe):
	Poster event name:	Size of poster: 3'x4' - 12 slides plus title slide 4'x3' - 12 slides plus title slide (Portrait) 3'x5' - 15 slides plus title slide 3'x6' - 15 slides plus title slide 3'x6' - 18 slides plus title slide 3'x7' - 21 slides plus title slide 3'x8' - 24 slides plus title slide
	Event date:	Poster pick up date:

## POSTER PRINTING INFORMATION

The poster content is submitted as Power Point slides.

Please refer to the table below to see the maximum number of slides for different size posters

Poster Size	Number of Slides
3 ft x 4 ft	12 slides + title slide
3 ft x 5 ft	15 slides + title slide
3 ft x 6 ft	15 slides + title slide
3 ft x 7 ft	18 slides + title slide
3 ft x 8 ft	21 slides + title slide
3 ft x 9 ft	24 slides + title slide

The title slide should contain the title of the poster, names of all authors and their affiliations.

The information in the content slides should be concise and relevant. Please use bullet points, numbered lists or paragraphs for each new idea.

If you want to include tables, figures or pictures in your poster presentation, please be sure that there is just one of these objects per slide. NOTE: If you want to include graphs, you can have several panels on the same slide when appropriate.

**All the materials must be checked and approved by your faculty advisor and thoroughly proofread before submission. After the submission only minor changes can be made to the content of your poster.**

Email your slides and the OHR POSTER PRINTING REQUEST Form to: Liza Jenuwine at [aa8696@wayne.edu](mailto:aa8696@wayne.edu)

- PhD students please cc April Vallerand at [ahv@wayne.edu](mailto:ahv@wayne.edu)
- DNP students please cc Leanne Nantais-Smith at [leanne.nantais-smith@wayne.edu](mailto:leanne.nantais-smith@wayne.edu)

A draft of your poster will be emailed to you for a final check before printing. Please review and respond promptly to this email to authorize printing.

Once printed you will receive the email and your poster will be available for you to pick up in the OHR, room 317.

The deadline for slides submission is **TWO WEEKS** before you intend to pick up your poster.

**NOTE:** If you would like to prepare the poster by yourself, contact Liza Jenuwine or OHR to request a template. Have your faculty advisor review the draft of your poster before submission. Email your poster and the OHR POSTER PRINTING REQUEST form to Liza Jenuwine. The same deadlines apply.

**IMPORTANT:** Due to high cost of poster printing there will be no reprinting if any mistakes are found in the finished product. Please review and proofread multiple times before submission and again before printing authorization.