

**CHRISTINE E. LYNN COLLEGE OF NURSING
OFFICE OF NURSING RESEARCH & SCHOLARSHIP (ONRS) AND PHD PROGRAMS
STANDARD OPERATING PROCEDURE (SOP): BEST PRACTICE**

TITLE: POSTER ORDER PROCEDURES	DATE APPROVED: JUNE 1, 2017
PURPOSE: TO OUTLINE THE ONRS POLICY AND PROCEDURE FOR ORDERING POSTERS	REVISION DATES:
COMMUNICATION TREE: ASSOCIATE DEAN RESEARCH & SCHOLARSHIP; CON RESEARCH COORDINATOR, FACULTY MEMBER, DOCTORAL STUDENTS*	APPROVED BY: LINDA S. WEGLIICKI, ASSOCIATE DEAN RESEARCH & SCHOLARSHIP

Purpose: To identify the policies and procedures to assist faculty (and doctoral students)* with the creation and ordering of posters.

Procedure:

1. Faculty should notify the Research Coordinator and Associate Dean for Research & Scholarship of the need for a poster, along with the guidelines, at least two weeks prior to the date the poster is needed. Based on the requirements, the Research Coordinator will edit the required poster template and forward to faculty. Because size requirements can differ, the template must sometimes be altered. All faculty must use the FAU research poster templates available at: <http://www.fau.edu/provost/posters.php>. Directions to change the size of poster templates can be found at: http://www.makesigns.com/SciPosters_PageSizeConverter.aspx
2. Faculty create the poster, utilizing the provided template.
3. Faculty send a draft poster to the Research Coordinator, who will provide basic formatting edits prior to forwarding to the Associate Dean for Research & Scholarship, who will provide more substantial content suggestions.
4. Faculty will revise poster based on suggestions and return to the Research Coordinator for final formatting.
5. Research Coordinator forwards final ordering information to the Coordinator of Administrative Services (copying faculty member).

Payment:

1. Posters are generally paid for through CON Dean designated travel funds allocated to each faculty member. Notes:
 - a. Taking into consideration pricing based on poster format and shipping options can assist you in the most cost-effective use of those dollars.
 - b. Rush and/or expedited poster printing orders may result in increased costs.
 - c. Reducing the number of days the ONRS has to revise the poster will limit the service and review process that can be provided.
2. If the poster is in collaboration with a grant, the funding agency **must** be acknowledged on the poster and the payment will come from grant funds.

***Doctoral Students must work through the PhD Coordinator.**

Poster Company:

Make Signs: (a trademark of Graphicsland) is the company we primarily use for poster printing.

http://www.makesigns.com/SciPosters_Home.aspx

Ambassador Printing Company: This is a local company that can provide posters on foam board.

<http://www.ambassadormarketinggroup.com/custom-printing/>

Shipping Options: Below is a listing of estimated costs for printing and shipping from Make Signs. Variations in size affect pricing, but 36x48 is the most common size.

<u>Poster Type</u>	<u>Size</u>	<u>Estimated Cost</u>
Glossy Paper	36x48	\$45.94 plus shipping
Fabric	36x48	\$99.87 plus shipping

<u>Shipping Options</u>	<u>Time</u>	<u>Estimated Cost</u>
Standard	6 days	\$9
Fed Ex Saver	4 days	\$16
Fed Ex 2 nd Business	2 days	\$22
Fed Ex Next Day	Next day	\$32