Student Information:
Research/Project Poster Display Policy

Faculty, staff and students are encouraged to display posters they have presented at conferences. In an effort to ensure adequate space for posters, aesthetic displays that can be removed without damaging wall surfaces, and clarity of poster ownership, a School of Nursing poster display policy is being implemented.

I. Location of Displays

A. Posters display areas are the K6/3 and H6/2 modules where metal poster strips are installed. If there is a blank wall area where a poster strip is not installed, you may submit a request for installation to operations@son.wisc.edu.

B. Designated areas are for general use, there are no specific places assigned to particular faculty and staff.

II. Hanging of Posters

A. The Operations office (K6/287), operations@son.wisc.edu will keep a list of posters and the date that they were hung up in the Operations office. All posters must be installed and removed by the Operations office.

B. If there is a request to hang a poster where another one is currently placed, the space must be agreed upon by the posters owners; the Operations office will not mediate space request for displays.

III. Length of Displays

A. Posters will remain on display until: a) the owner would like it removed or b) space is needed for new posters. If space is needed, the poster that has been displayed for the longest period of time will be replaced.

B. When posters are removed, they will be returned to the first authors name on the poster, unless indicated on the back of the poster where it is to be returned. Posters will not be mailed to persons no longer employed or studying at the School of Nursing. It is the responsibility of the departing employee or student to retrieve their poster before their last day of employment at the School of Nursing.