

TODAY'S DATE \_\_\_\_\_ DATE NEEDED \_\_\_\_\_

RESEARCH POSTERS ALREADY LAID OUT IN POWERPOINT REQUIRE 5 WORKING DAYS FOR PRINTING.  
RESEARCH POSTERS REQUIRING FULL DESIGN AND PRINTING REQUIRE 15 WORKING DAYS.

CONTACT \_\_\_\_\_ DEPARTMENT/CLASS YEAR \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**REQUIRED SIGNATURES:**  
**INTERNS AND RESIDENTS:** SIGNATURES REQUIRED FROM PROGRAM CHAIR AND ASSOCIATE DEAN OF GRADUATE MEDICAL EDUCATION. **STUDENTS:** SIGNATURES REQUIRED FROM DEPARTMENT HEAD AND DEAN.

DEPT. HEAD/CHAIR APPROVAL SIGNATURE \_\_\_\_\_ DEAN'S APPROVAL SIGNATURE \_\_\_\_\_

POSTER SIZE:  54"W X 36"H  56"W X 41"H  48"W X 36"H  41"W X 41"H  
 OTHER \_\_\_\_\_"W x \_\_\_\_\_"H

- FINAL POWERPOINT BEING EMAILED TO COMMUNICATIONS@PCOM.EDU
- ALL FINAL COPY AND PHOTOGRAPHY EMAILED TO COMMUNICATIONS@PCOM.EDU FOR LAYOUT

ADDITIONAL DESCRIPTION as needed:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTES:**  
All research posters printed by PCOM will be fitted with the PCOM wordmark and logo so allow extra space in the top left and right corners to allow Marketing and Communications to drop in.

DO NOT ATTEMPT TO PUT IN THE LOGO(S) YOURSELF; MARKETING AND COMMUNICATIONS WILL PUT THE CORRECT, REGISTERED LOGO(S) ON YOUR DOCUMENT.

If you need a Powerpoint template for your research poster, there are Powerpoint templates available on Nucleus. You can find them in the Marketing and Communications section under Work Tools.

**SUBMIT** YOUR PRINTED SIGNED REQUEST WITH MATERIALS TO MARKETING AND COMMUNICATIONS, THIRD FLOOR, LEVIN ADMINISTRATION BUILDING.