

# Psychology Department – Poster Printing Request

Required for all requests

## Guidelines

- The Psychology Department will pay for printing 2 posters per academic year for each Psychology faculty and 1 poster per year for each active Psychology graduate student.
- Typical poster size is **36" by 48."** We can only print up to **36" x 48."**
- Submit materials to **Kathy.Stiegelmar@unt.edu**, **SUBJECT: Poster**
- Submit this form and your poster saved as **PDF file** at least 10 working days in advance of when the poster is needed.
- Students must submit the form with faculty approval.

Requestor Name:

Conference:  Conference Date:

Date poster needed:

Poster Size (height x length, in inches):

Faculty Supervisor (if applicable):

Presentation Title:

Presentation Authors:

Does the nature of the organization/association membership/audience make it primarily (check one)

International  National  Regional  Statewide  North Texas

Check one (if applicable):  I was invited to give the presentation

I submitted the presentation, and it was accepted through a review or referee process

**REQUIRED:** Attach notification of presentation acceptance or conference program.

Have you had a poster printed by the department this academic year?

**I hereby certify that the above statements are true and correct.**

I have reviewed the poster and certify that the content is correct and ready to be printed.

Requestor Signature:  Date:

**Faculty Approval (if student)** I have reviewed the poster and certify that the content is correct and ready to be printed.

Faculty Signature:  Date: