

Poster Printing Requisition Form

Requestor Information

Date of request:

Name: DEBARGHYA NANDI		Status: <input checked="" type="checkbox"/> student <input type="checkbox"/> faculty <input type="checkbox"/> post-doctoral
E-mail: dnandi4@uic.edu		<input type="checkbox"/> staff <input type="checkbox"/> alumni <input type="checkbox"/> other _____
Phone Number: 313-742 5164	Division/Unit (CHS, EOHS, etc.): EPI-B10	If student, select status: <input type="checkbox"/> Post-Doctoral <input type="checkbox"/> PhD <input checked="" type="checkbox"/> Masters <input type="checkbox"/> Bachelors

Event/Conference Information

Name of Event: ANNUAL SPH POSTER AND AWARDS DAY	
Date of Event: APRIL 12 th , 2019	Location of Event (City, State): CHICAGO, ILLINOIS
Event type (select all that apply): <input type="checkbox"/> capstone <input type="checkbox"/> conference <input type="checkbox"/> course <input checked="" type="checkbox"/> SPH Research Day <input type="checkbox"/> other _____	

Poster Information

Poster file must be submitted at least 4 business days before date the poster is needed. (Note, poster deadline dates set for capstones, courses or other events supersede the 4 business days' policy. You must adhere to the deadline date in these situations or we may be unable to print your poster)	
Date poster file submitted: 3/22/2019	*Date poster needed: 4/2/2019
Poster Title: The Role of Penile Microbiome in explaining differential mucosal inflammatory cytokines between Men who have sex with men and men who have sex with women	
Final Size of Requested Poster: <input checked="" type="checkbox"/> 36" x 60" (3x5ft) <input type="checkbox"/> Other _____ (Please specify in inches)	

Poster Charges

Refer to pricing information and eligibility for free student poster on the next page to complete this section. Payment can be made by check or FOAPAL account. Cash is not accepted. Please make checks payable to "UIC".					
Poster Fee- (white background): <input type="checkbox"/> \$25 <input type="checkbox"/> \$75 <input type="checkbox"/> \$125 <input checked="" type="checkbox"/> Free Student Poster (SPH students only) SPH students may print 1 free student poster per academic year. Additional posters are \$25. Charges still apply for color backgrounds.			Poster Options: <input type="checkbox"/> Color background \$25 <input type="checkbox"/> Poster Tube \$5 <input type="checkbox"/> Rush Charge \$25		
Payment: Poster order total (fee + options): \$ 0.00 Payment Method: <input type="checkbox"/> Check <input type="checkbox"/> FOAPAL _____ Is FOAPAL from a grant? If yes, Grant Manager or PI print name: _____ Sign Name: _____					
For ORS Office Use Only – Do Not Complete					
Poster file reviewed	Poster printed	Recipient contacted	Data entered	Payment received	Invoice submitted
Notes:					

Checklist for Poster Printing

Note: All corresponding check boxes must be marked to fulfill any poster request

- ☒ The poster file type submitted is either PDF or PowerPoint (version used is minimally PowerPoint 2007).
- ☒ The background for the poster is white (see description below; this requirement applies to free posters only).
- ☒ The UIC SPH logo (and corresponding unit, if desired) is included on the poster.
- ☒ The poster has been sized to the correct proportions. (Note: PowerPoint allows up to 56 inches only. Therefore, a 3x5 poster requires a page set-up of 18 inches by 30 inches and will be printed at 200 %.) Incorrect page set-ups will result in delays. Contact **SPH Poster Printing Services** (312-413-3953 or sphposters@uic.edu) for questions on sizing and proportions.
- ☒ All information on the poster has been checked for spelling and grammatical errors.

I understand that if the poster requires revisions AFTER printing, I will be responsible for a charge of \$25.00 for a reprint.

Deborahya Nandi

Signature (to be signed before the poster is printed - typed name for electronic signature is acceptable)

Email this completed form to sphposters@uic.edu with your completed poster file in PDF or PPT format. Upon review, SPH Poster Printing Services staff will contact you regarding your poster request.

Pricing

All poster printing fees listed are for posters with <u>white backgrounds</u> . Additional charges apply for posters with color backgrounds		
SPH Students	One free poster/ academic year \$25/poster thereafter	An academic year starts with the Fall semester and ends with the Summer semester. Color background posters are not available for free posters.
SPH Faculty, Staff, and Post-Doctoral Associates	\$75/poster	
SPH Adjunct Faculty, Departmental Affiliates, Alumni	\$125/poster	This service is available for research activities that are not primarily housed at SPH.
Non-SPH Students	\$75/poster	Under special circumstances, requests for posters from UIC students, staff, and faculty outside of SPH will be accommodated. All other policies and procedures apply.
Non-SPH Faculty, Staff, and Post-Doctoral Associates	\$125/poster	
Additional Charges	Color background: \$25/poster Poster tube: \$5/poster Reprint: \$25/poster	A color background charge applies where more than 30% of the poster surface will be saturated with ink.
	Rush Charge: \$25/poster	We require four business days to complete all printing request. Under special circumstances, rush requests within this four day window may be accommodated but will incur a \$25.00 additional charge.