



Posters and Presentations

What CITES Needs from You

You are the content specialist. We are your guides. Please provide us:

- **Complete and accurate presentation information from your conference.** We need to know:
 - backing board characteristics, poster size and dimensions, and any and all special requirements
- **At least a three week turnaround time**, and longer if possible during busy conference times or when conferences coincide with School of Nursing commencements.
 - Plan ahead. For example, assume that winter conferences and adverse weather will be directly related. If staff from your printer of choice cannot get to work, your poster may not be printed in time. If CITES staff cannot access campus, your product may be delayed.
- **Complete and accurate information about your financial support, including:**
 - Your mentor's grant number if mentor is paying for your poster
 - T32 funding or other grant support (if applicable). We must include specific funding information on all presentations that we design for you.
- **Approval by all presenters of your content before you bring it to us for layout.**
 - This also applies to anyone else who will have input, including your reviewers and any persons providing statistical support. .