



Scholars Academy Poster Printing Approval Form



_____ is approved to have **ONE** presentation poster printed from within the UHD TTLC (Room A700) on _____.

Students are required to prepare posters using a PowerPoint template provided by UHD Scholars Academy. This template produces a 40-inch tall and 44-inch wide poster to be displayed on bulletin boards that will be provided at the SRC. If using color or images **for your background, we recommend that they not be heavily darkened**. Students can obtain the template from the Academy website (www.uhd.edu/scholars/src.html).

Prior to printing of posters, students must have this form signed by their UHD faculty sponsor and the Scholars Academy. Do not simply drop off your file; allow time to work with the TTLC representative to ensure that there are not any complications with your poster (i.e. improper dimensions); if there is, you may be asked to reschedule your printing. These posters are expensive to print, and this Poster Printing Approval Form serves as an invoice. If a poster needs to be reprinted, it will be on an availability basis and at the individual's cost (approx. \$22).

Note: It is imperative to list all acknowledgements on your poster; this includes proper citations of all software/images and any assistance of individuals and/or organizations/ agencies that worked on the research or sponsored the project.

At time of requesting approval from Scholars Academy (725N), submit your poster in person (**in electronic format**).

SRC Presenters: After printing your poster, submit it in person (in printed and electronic format) to the Scholars Academy (Room 725N) by April 1, 2011 in order to categorize and display for the conference on April 15, 2011.

Thank you for your cooperation.

INDIVIDUAL REQUESTING PRINTING APPROVAL:

I understand and agree to comply with the above statements. I further authorize use of photos, submitted material and release of information deemed necessary for publications by the university and the SRC staff/sponsors.

Requester (please print name and sign)

Date

UHD FACULTY SPONSOR:

By signing below, I certify to have reviewed the above student's poster and ensured that it is in accordance with standards similar to those in my academic discipline.

Faculty Sponsor (please print name and sign)

Date

Mary Jo Parker or Rene Garcia, Scholars Academy

Date

TTLC Representative:

If either of the above signatures is missing, please do not authorize printing. Please keep a copy for your records and return original signed copy to Scholars Academy, 725N. Feel free to call Mr. Rene Garcia (713-222-5344) for any questions. Thank you for your kind assistance.

TTLC Representative (please print name and sign)

Date

Total Cost of Poster: _____