July 2014
Poster Policy:

- Poster rails are on a first come first serve basis.
- Posters may not be displayed more than 14 days including weekends and holidays.
- No more than 8 posters can be displayed during the same timeframe throughout the entire poster rail system.
- Due to high volume of posters in some locations, poster space is NOT guaranteed.
- WUSM is not responsible for lost or stolen articles.
- Posters must be related to an activity sponsored by a WUSM department or part of the WUSM community. Any non WUSM community related posters will be removed and discarded.
- Posters should be designed 32” high and 24” wide and made of foam board. Posters covered with construction paper do not hold up well in our environment and we discourage their use. Posters must include the date the poster was added to the rail system. The date should be included either on the lower right hand corner of the poster OR listed on the back of the poster. Posters without this information will be removed.
- Posters left beyond the 14 days will be removed. Removed posters will be held for 5 business days at the Farrell Learning and Teaching Center’s front desk for pick up and thereafter will be discarded.
- Please be courteous and do NOT remove any posters except your own.
- We encourage departments to be conservative of the number of posters they print knowing that some locations may not have space for their poster(s). We encourage departments to consider the various monitors located throughout the campus for dissemination of poster information. The monitor system is green, budget friendly (no design/layout and printing costs), and easy to use. For more information, please contact Human Resources at 314-362-7196.
- If you have questions about the policy or locations please call 314-747-3285.
- If space is not available in the poster rail systems we recommend the following alternative locations:

**Poster displays in CAM, FLTC and SLCH must be approved by their respective departments:**
Poster displays in FLTC are approved by Kevin Froehlich at 314-747-3284
Poster displays in BJH are approved by Darlene Boozer at 314-362-0704
Poster displays in CAM are approved by the Clinical Operations Office at 314-362-1086

- The poster policy and map of the poster rail locations can be found at: medfacilities.wustl.edu