All PNSO-Supported Posters Must Demonstrate Outcomes.

Poster Creation Deadlines:

<table>
<thead>
<tr>
<th>Weeks Out</th>
<th>7 Weeks Out</th>
<th>6 Weeks Out</th>
<th>5 Weeks Out</th>
<th>4 Weeks Out</th>
<th>3 Weeks Out</th>
<th>2 Weeks Out</th>
<th>1 Week Out</th>
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<tbody>
<tr>
<td>Poster</td>
<td>Poster Accepted!!</td>
<td>Email PNSO.</td>
<td>PNSO Research Directors review content and approve funding.</td>
<td>Complete poster template and email to PNSO.</td>
<td>PNSO completes initial design and edits. Sends for your review.</td>
<td>Poster content and design approval from PNSO Research Directors.</td>
<td>Finalize content and design. Send for printing.</td>
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Process may be started earlier than 7 weeks out from conference/event. Deadline dates are firm. Not meeting a deadline may result in cancellation of funding.

Steps to create a poster:
(All steps are overseen by PNSO Research Directors.)

1. Email pnso@virginia.edu with the following information:
   - Title of presentation
   - Name of conference/event
   - Date of the conference/presentation
   - Copy of abstract
   - Conference/presentation poster requirements, if any
   - Copy of acceptance email/letter
   - IRB information
   - Is there a local fund source?
2. PNSO staff member will respond with poster template and deadlines for poster creation.
3. Complete the poster template using your abstract or PPT and email back to the PNSO staff member.
4. Poster content is approved by PNSO Research Directors. Design is finalized. Poster is sent for printing.

Facts about your poster:
1. Poster must be designed using a UVA brand template.
2. Poster will be printed to 3'x5'.
3. Velcro will be attached to the back.
4. 25, 8.5"x14" color handouts will be provided (per conference/presentation).
5. Poster and handouts will arrive rolled up in a 3"x37" cardboard tube.
6. Poster pick up is in McKim Hall, Floor 2, Room 2099.

Other information:
1. You are responsible for any additional handouts desired (above 25 per event).
2. T-pins, display stands and other mounting supplies may be available from the PNSO Office.
3. Retain your poster. It will go on display at PNSO’s Evidence-Based Practice Symposium.

6/7/2013, 3/13/2014