



Touro University California
COM Research Department
1310 Club Drive
Vallejo, California 94592

Poster Printing Request Form

Poster printing request **must** be submitted three days in advance, unless otherwise stated for large events.*

As a courtesy, posters will be printed by the COM-Research Department for COM faculty, staff & students. Please adhere to the following instructions:

1. Fill out Poster Printed Request Form. (Students, *be sure to obtain a signature from a TUCOM faculty member.*)
2. Indicate the purpose (meeting/seminar) the poster will be utilized for.
3. This form and data file must be submitted to Mrs. Mallory Davis (mallory.davis@tu.edu) via e-mail or flash drive in the COM Research Department (Lander Hall 232B.)
4. *Printing available only while supplies last.

Presenter:

Co-Authors:

Title/Position:

Department:

Phone:

E-mail:

Faculty Sponsor:

Meeting/Seminar:

File Name:

Poster Dimensions:

Poster presentation file must be saved as a Power Point Slide or .jpeg file. Font, text, size and other graphical formatting must be properly adjusted before submission.

Signatures:

Presenter:

Faculty Sponsor: