



POSTER REQUEST FORM

If you would like a poster formatted to University of Manitoba guidelines, please fill out this form and submit it to the **Communications Assistant**.

Please note: Information provided on this form will appear **exactly** as is on the formatted poster, so please ensure **all information is correct and final**.

Date: _____

Need by Date: _____

A minimum of 2 business days is required to process request.

Event Presented by: _____

(If left blank, it will be presented by the "Faculty of Social Work")

Title of Event:

Event Date: _____

Start Time: _____ AM / PM End Time: _____ AM / PM

Location: _____

Additional Dates and/or Locations:

If you would like to book a room for your event, please contact:
Fort Garry campus rooms - Receptionist (social_work@umanitoba.ca)
CRC conference rooms - Programs Assistant (Miranda_Jestadt@umanitoba.ca)
Inner City campus rooms - Receptionist (Wendy.Hallgrimson@umanitoba.ca)

Type of Event: Presentation Workshop Info Session Brown Bag Session

Other: _____

POSTER REQUEST FORM - Continued

Event Description:

R.S.V.P. Required for Event? YES / NO If yes, R.S.V.P. to:

If yes, deadline for response: _____

Contact Name(s) and Contact Information:

Would you like this poster circulated on your behalf? YES / NO

If yes, please select which mailing lists you would like the poster sent to:

Faculty & Staff: All Fort Garry Inner City Northern

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Staff: All Fort Garry Inner City Northern

Sessionals: All Fort Garry Distance Delivery

Students: All B.S.W. Pre-M.S.W. M.S.W. Ph.D.

Committees: B.S.W. Program Educational Equity Grad Programs

Indigenous Caucus Ph.D. Program

Other:

Please provide email address(es).

You will receive a confirmation email once the form has been received. A formatted poster will be sent to you for your final approval prior to email distribution. Thank you for your submission.