

## SoMS Poster Board Policy

SoMS has 50 double-sided (velcro and pin compatible) poster boards of 1.20 m (w) x 1.80 m (h) available for research, teaching or service purposes. The RSC is responsible for managing their use.

Poster boards can be booked by SoMS staff for use at the UNSW Kensington Biomed precinct for up to 1 week by contacting the [RSC](#). Preference is given to SoMS staff, but may be available to use for events co-ordinated if SoMS staff is involved in the organization.

**Bookings:** Poster boards are to be booked through SoMS booking system or by contacting the [RSC](#). Permission will need to be sought from RSC if poster boards will be used off site or for bookings of more than 1 week. Requests should try to accommodate multiple other users – and may need to be returned within one week to accommodate this.

**Access:** RSC chair (Annemiek Beverdam) or secretary (Paola Spagnoli) will give SoMS staff access to poster board storage space under the stairs of the WW atrium.

**Transport:** Poster boards should be lifted off the floor or placed on flat bed trolleys or similar while on transport to destination. It is recommended to employ student or research assistants to help put up and unpack posters. No funds for such casual staff assistance will be provided by RSC.

**Return:** Poster boards and stands are to be returned by responsible SoMS staff undamaged and without pins, posters or documents attached. Reports of damage to boards or missing stands are to be made to RSC chair immediately.

**Health & Safety:** Proper ergonomic handling techniques should be used (bend at the knees, don't overload trolley or take too many at once). Care should particularly be taken with fingers and getting caught between boards or when inserting into legs. Each board should be checked once mounted to ensure it is secure, and won't come out from legs or fall over. Other??

**Contact:** The Research Support Committee: [SOMS\\_RSCcommittee@groups.unsw.edu.au](mailto:SOMS_RSCcommittee@groups.unsw.edu.au)