

## Information and Procedure for Using Poster Boards Belonging to the VHS Office of Research (OR)

### Things to know

- **Boards cannot be requested at the last minute.** Events that involve usage of poster boards typically require coordination by many departments. Ensure a lead time of **1-2 months** is allotted.
- Beginning in 2026, **there will be a usage fee of \$2 per poster board.** This will be paid by the requesting department to the VHS Office of Research via IDT prior to the event date.
- **On campus events must be coordinated in advance with Special Events.**  
<https://www.odu.edu/about-us/administrative-offices/special-events/forms-and-diagrams>  
Paperwork is required and a Special Events Zoom meeting may need to be attended – usually the first Friday of the month. Housekeeping (HK) services for events are coordinated by Special Events.
- **Movement of the boards must be coordinated with MM and HK.** The poster boards are stored in the MM warehouse at 714 Woodis Ave. MM will deliver the boards to the building, but HK is responsible for setting them up in the event space. **Requesting dept. must ensure HK is aware.**
- **Additional room(s) may need to be reserved** to store the tables and chairs during your event, if they need to be cleared from the room to make space for the poster boards, or to store the poster boards ahead of/after your event. In addition, Housekeeping must be allowed at least 4 hours before and after events to facilitate room set-up/take-down. **Your room reservation(s) must cover any necessary additional periods of time.**
- **Requests for other event items**, such as tables and tablecloths, **are coordinated by Materials Management** via the Event Campus Inventory Form – link on the Special Events website.

### Procedure

1. Requesting department submits the VHS Office of Research Poster Board Usage Request Form (found on page 3 of this document) **at least 4 weeks before the event date**, though it is highly recommended to begin this process much sooner. Allow 2 business days for a response before following up with the Office of Research.
2. After receiving confirmation from OR that the requested number of boards will be available, the requesting department must submit the Request Moving Services form in Archibus. Detailed instructions about that will be provided by OR with the usage availability notification.
3. Upon receiving your form via Archibus, MM will assess your poster board moving request for feasibility, communicating with the requesting department's point of contact as necessary. **Based on MM requirements or availability, adjustments may need to be made to your room reservation(s) and/or your requested delivery or pick-up dates.**
  - a. For on-campus events (including main campus): Movement of the boards between the MM warehouse and the event site will be handled by MM and must be coordinated between the requesting department and MM via the Archibus Request Moving Services form. After hours and weekend pick-up and drop-off are not available.
  - b. For off-campus events: MM is not able to complete off-campus moves, but **MM will facilitate the location of an ODU-approved moving company** to move the boards between the MM warehouse and the event site, based on details in the Archibus Request Moving Services form. The requesting department will be responsible for the cost associated with the move, which must occur during normal warehouse operating hours. After hours and weekend pick-up and drop-off are not available.
4. **Once board movement details are finalized, the requesting department must inform OR** ([vhs-evmsresearch@odu.edu](mailto:vhs-evmsresearch@odu.edu)) **with the finalized details.** OR will then initiate the IDT for the usage fee. **Until the signed IDT is submitted to OR, the poster board reservation is not complete.**

**Questions?** Contact Thomas Abbott in the Office of Research at [abbottts@odu.edu](mailto:abbottts@odu.edu) or 757-446-8480

The requesting department is responsible for:

- Requesting usage of the boards at least 4 weeks before the event date
- Coordinating with MM the movement of the boards between the MM warehouse and the event site, whether conducted by MM staff or an ODU-approved private moving company
- Ensuring the event space is reserved for the length of time deemed necessary by the agreed poster board delivery and pick-up times, and the time required for housekeeping to reset the room. Note that loading dock space is limited and depending on the number of boards involved, due to egress fire code restrictions, the loading dock may not be considered a storage location while awaiting board pick-up. Therefore, other rooms may need to be reserved to store the boards and/or tables and chairs for one or more days before/after the event date.
- Completing any paperwork deemed necessary by the Office of Research, MM, or Special Events
- Paying a usage fee of \$2 per board to the VHS Office of Research via IDT
- Ensuring all details are finalized, following up with individuals/departments as necessary
- Providing the appropriate supplies for board usage (i.e., push pins and/or magnetic clips)
- (if applicable) Ensuring the private moving company returns the boards to the MM warehouse as scheduled and leaves them in the place indicated by MM warehouse staff.
- (if applicable) Quickly rectifying any damage to the poster boards caused while using a private moving company hired by the department, even if the moving company denies responsibility. If damaged, the requesting dept. will promptly replace damaged part(s) or whole item(s).

VHS Office of Research Poster Board Inventory List

*(actual availability and board choice may fluctuate due to other planned usage or damaged boards)*

Display area on all boards is approximately 69" wide x 45" tall  
All boards are double-sided

Wooden Frame Cork Boards – 22

Aluminum Frame Cork Boards – 56

Aluminum Frame Magnetic White Boards – 61

*To hold posters in place:*

- Cork boards require the requesting department to provide users with push pins.
- White boards require the requesting department to provide users with magnetic clips. **Do NOT use tape on the white board surface.**

Key Contact Information

Office of Research: [vhs-evmsresearch@odu.edu](mailto:vhs-evmsresearch@odu.edu)

Special Events: [VHS-events@odu.edu](mailto:VHS-events@odu.edu)

Materials Management: [matlmgmt@odu.edu](mailto:matlmgmt@odu.edu)

Housekeeping: [Housekeeping\\_VHS@odu.edu](mailto:Housekeeping_VHS@odu.edu)

## VHS – Office of Research Poster Board Usage Request Form

When complete and signed, **email all 3 pages of this document** to [vhs-evmsresearch@odu.edu](mailto:vhs-evmsresearch@odu.edu)  
 To help route your request, use the subject line: Poster Board Usage Request

**Request Date:**

**Department:**

**Requesting Department Point of Contact**

**Name:**

**Email:**

**Phone #:**

**Event Information**

**Event Date:**

**Event Location** – If on-campus (including main campus), provide bldg and room(s), If off-campus, provide address:

**Poster Board Request Information**

Poster Board Type	Quantity Requested	Quantity Available <i>(OR use only)</i>
Wooden Frame Cork Boards		
Aluminum Frame Cork Boards		
Aluminum Frame Magnetic White Boards		

**\*Requested Delivery Date:**

**\*Requested Return Date:**

**\*REMINDER:** Materials Management will finalize the delivery and return dates with the requesting department after receiving the Request Moving Services form via Archibus.

**Acknowledgments**

**Requesting Department:** We agree to the terms on all pages above.

**BUD/Delegate Signature**

**Date**

**Office of Research:** Acknowledgement of Board Availability\*\*

**Signature**

**Date**

**\*\*Reminder to the requesting department:**

*Until the signed IDT is submitted to OR, the poster board reservation is not complete.*