

The University of California, San Diego
Skaggs School of Pharmacy and Pharmaceutical Sciences
Poster Guidelines

The UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences (SSPPS) provides reimbursement for poster printing to support preceptor faculty members who have had a poster accepted for presentation at a state, national, or international professional pharmacy meeting.

The following guidelines apply to this program:

- A UCSD preceptor faculty member is an author on each poster to be printed
- The faculty author will include a UCSD faculty title designation on poster (e.g. Assistant Clinical Professor, UCSD Skaggs School of Pharmacy and Pharmaceutical Sciences) and must have an active faculty appointment in the school
- The SSPPS branding information will be incorporated on the poster (a template is provided on our website at <http://pharmacy.ucsd.edu/faculty/experiential.shtml>. Scroll to the bottom of the page to find information about Preceptor Posters)



- A maximum of one poster printout per faculty member per fiscal year (July through June) will be supported; faculty members who co-author posters with multiple SSPPS students or residents may request support for each of those posters. A maximum of \$600 per affiliate site, per fiscal year (July through June) will be supported.

A description of the process is outlined below:

- **At least one week before you have the poster printed** complete a Poster Presentation Information form. Located on our Website at <http://pharmacy.ucsd.edu/faculty/experiential.shtml> at the bottom of the page
- Email an electronic version of your poster presentation with the completed form to Lisa Avery at lavery@ucsd.edu
- You will receive an email with two working days confirming expenses for your poster printout will be reimbursed by the UCSD SSPPS.
- Requests for reimbursement of poster printouts should be sent to Lisa Avery, APPE Experiential Education Coordinator, within 30 days of printing.
 - Include the ORIGINAL receipt
 - Include an address where you would like your reimbursement mailed
 - Please allow 4 to 6 weeks for processing