

## Wall Poster Displays in HSC lobby

The hanging racks on the walls of the HSC's south lobby will be set aside for display of posters advertising lecture series, guest speakers, and other events related to the programs housed in the HSC that are of interest to the building's occupants. Posters are reserved for events/topics related to the Consortium partners (Gundersen Health System, Mayo Clinic Health System – Franciscan Healthcare, UW-La Crosse, Western Technical College, Viterbo University, the La Crosse County Health Department, and the La Crosse School District).

The intent of this display area is to provide, in addition to the HSC recognition policy, a dedicated space to bring attention to collaborations between those involved in the Consortium partnership and to further the learning experiences of faculty, staff, and students in the HSC. This is not intended for "bulletin board material" such as flyers, fundraisers, club meetings, lost and found, or items for sale.

Acceptable items include, but are not limited to, guest lectures and presentations, lecture series, program open houses, etc. Remember, these posters are visible to the public.

Please follow both the letter and the spirit of the following criteria:

1. All posters must be approved by the HSC Management Group prior to hanging. Provide your proposal to one of your HSC Management Group representatives or to the Consortium office for consideration. Please submit the following as a proposal:
  - a. The program sponsoring the poster
  - b. The name and nature of the event/campaign
  - c. A mock-up of the poster
  - d. The timeframe during which the poster will need to be displayed ("indefinite" displays are not an option)
2. Approved posters must be framed (at program's expense) in a black metal, glass-fronted, 24x36 inch poster frame in excellent condition. Programs must purchase the frames (which they may reuse) and can get ordering information from the Consortium office.
3. Frames may only be hung from the display hanging racks mounted near the south main entry of the HSC using appropriate hardware. Posters must be put up and taken down by program staff, not by custodians, or by work order at the expense of the program.
4. Walls, brick, and trim may not be damaged in the process of hanging or removing the poster.
5. A maximum of four posters may be hung in the area at one time (two per wall).
6. Replacing a poster with a new design requires a new proposal.
7. In the event that more than six posters are proposed in a single timeframe, the following will determine priority (in this order):
  - a. The scholarly/medical/health impact of the event (e.g., fundraisers and club meetings are not appropriate)
  - b. The breadth of the audience reached in the HSC (e.g., a multi-program event affecting students AND faculty/staff will take priority over a student-only event or a single-program event)

- c. The degree of collaboration in the event
- d. Whether an HSC occupant (take priority over non-occupants)
- e. The timeframe requested (time displayed may be negotiated to accommodate as many displays as possible)

*HSC Management Group approved May 11, 2016*

*HSC Management Group approved May 12, 2010*