**Process for displaying posters in St. Paul’s Hospital**

To display a promotional poster for a study or clinical trial in St. Paul’s Hospital, please follow the steps below.

1. **Approval**

The research study must have received approval by PHC Ethics before recruitment posters can be displayed.

All research study recruitment posters must be approved by Providence Research Communications. Please send a digital copy of your recruitment material(s) for approval, along with a filled [out **PHC/PR Program Utilisation Form**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.providenceresearch.ca%2Fsites%2Fphcr%2Ffiles%2F2025-07%2FPHC%2520-%2520PR%2520Program%2520Utilization%2520Form%25202025.docx&wdOrigin=BROWSELINK), to Grace Jenkins, [gjenkins1@providencehealth.bc.ca](mailto:gjenkins1@providencehealth.bc.ca), and Paula Piper, [ppiper@providencehealth.bc.ca](mailto:ppiper@providencehealth.bc.ca).

1. **Posting**

Once ethics approvals are in place and the poster is approved, there are two options for putting up the posters.

Volunteer resources can put up the posters for you on public bulletin boards along their route. If you choose this option, for quality assurance we ask that you print and send hard copies of your posters to this address (no more than 50 copies):

* Interoffice mail: Grace Jenkins, Providence Research, Hornby Site.
* External mail: Grace Jenkins, Providence Research, St. Paul’s Hospital, 1081 Burrard Street, Vancouver, BC, V6Z 1Y6.

Or,

You can print and put up the posters yourself. This is recommended if you want your poster to be displayed in specific areas beyond the public bulletin boards the poster volunteer covers, such as patient waiting areas.

**Please be mindful of the following:**

* We encourage the use of the public bulletin boards in hallways, stairwells and near elevators.
* If you need to post on a wall, please use masking tape

**Questions? Contact Grace Jenkins,** [**gjenkins1@providencehealth.bc.ca**](mailto:gjenkins1@providencehealth.bc.ca)