

Department of Pediatrics Display Items Information

The items are owned by the Department of Pediatrics. Requests are reviewed and approved by the Department of Pediatrics. Booking requests by Department of Pediatrics members/groups are given priority. If you would like to request the items for another purpose, your request will be accommodated provided that the items are available on your chosen date.

For the display boards: The boards are delivered to you and picked-up by the Asset Management team. You do not have to pick-up or return the boards yourself unless you are notified otherwise. The display boards can only be used at ACH.

For the banners: The banners must be picked-up from Erin Hrynuik. Erin will be notified when you submit this form, but you are responsible for contacting her by email at erin.hrynuik@ahs.ca to confirm pick-up & return.

You are responsible for ensuring the items are in the same condition when they are returned as they were upon delivery.

Steps for requesting the items:

1. Complete the request form: <https://tinyurl.com/ywvdy2n>
2. Wait for your request to be reviewed and approved
3. The delivery and pick location, date(s) and time(s) you specified on the request form will be included in the confirmation email.
4. For the display boards: This is the information Asset Management will use to deliver/pick-up the boards. If the information changes between when you submitted the request and the event date, please “reply-all” to the confirmation email with the requested change. All changes will be subject to availability.
5. For the banners: email Erin Hrynuik at erin.hrynuik@albertahealthservices.ca to confirm the dates/times you will pick-up and return the banners. You must pick-up/return them to her desk C4-414-01 (next to Dr. Kellner’s office).
6. Follow the instructions below when using the items.

Please follow these instructions when using the items:

Display boards

- You do not have to pick-up or return the display boards yourself unless you are notified otherwise.
- You can affix items to the boards using Velcro or push-pins DO NOT USE STAPLES OR TAPE.
- You can use both sides of the boards
- The display boards cannot be requested for or used off-site.
- You are responsible for ensuring the boards are in the same condition when they are returned as they were upon delivery.
- If you have rented boards from another provider in addition, please ensure the Department of Pediatrics owned boards are returned via Asset Management. Make sure the boards do not get mixed up with 3rd party provider items. Department of Pediatrics boards will have labels.

Banners

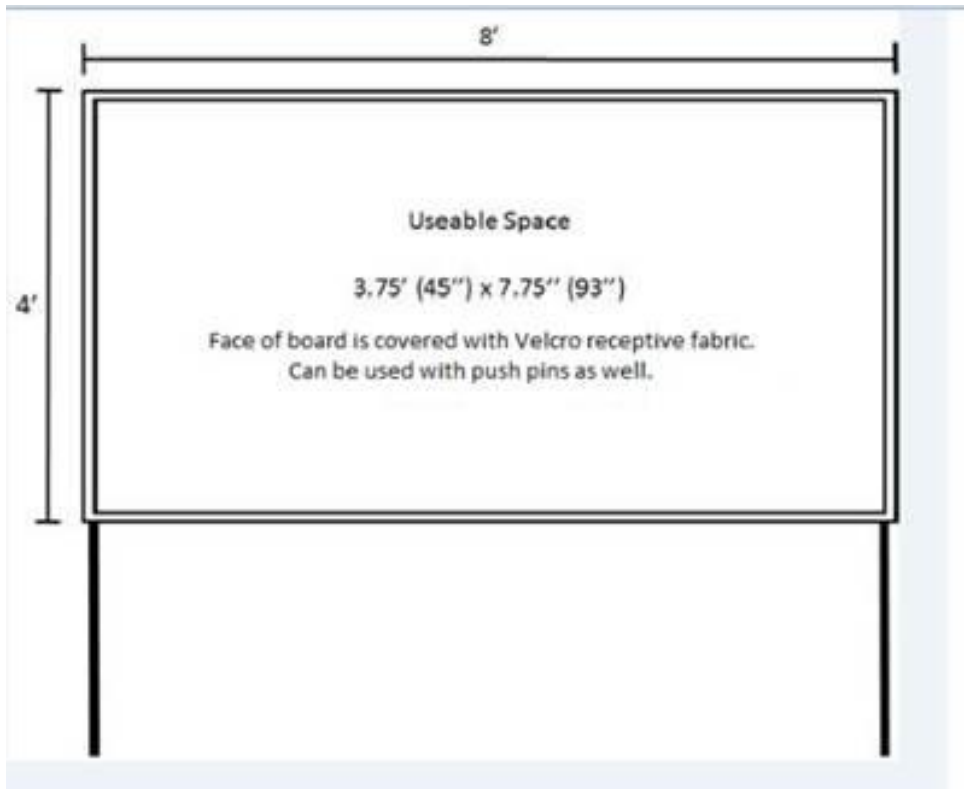
- You are responsible for picking up and returning the banner(s) from Erin in C4-414-01 (next to Dr. Anelmo's office).
- You must confirm the pick-up and return dates/times with Erin Hrynuik by email: erin.hrynuik@ahs.ca
- You are responsible for ensuring the banners are in the same condition when they are returned as they were upon pick-up.
- When unrolling and putting away, BE VERY CAREFUL as the material can tear.
- When pulling up to unroll or put away the banners, lightly hold the base.

Pictures of the boards (with dimensions) and banners are included below.

If you have any last minute (day-of) issues with the display boards (e.g., late delivery) please call Asset Management at 403-955-5483 or 403-955-2370 or page #04779.

If you have questions about the process or want more information, please contact pediatrics.research@ucalgary.ca

Thank you, and good luck with your event!





VISION

Excellence in **C**linical Service,
Advocacy and Leadership,
Research and **E**ducation (**CARE**)



MISSION

To promote, maintain and restore
health in children by:

- Delivering high quality evidence-based clinical care
- Training care givers at all levels
- Innovation and dissemination of new knowledge





UNIVERSITY OF
CALGARY



Alberta Health
Services

