

Postering

Service type	Promotion, space
Provided by	Various buildings and units
Available to	All registered student groups
Website	Postering Procedure , list of poster boards

Student groups can poster on campus in designated areas. Posters for events require that the event is approved already by Student Group Services or the Student Affairs Team. Make sure you follow the [Postering Procedure](#). You can reference the list of poster boards for designated areas below.

Note that this information is subject to change as buildings change their policies. If find any inaccurate information, please contact us at clubs@uasu.ca

List of Poster Boards

Building	Information	Location of Boards	Where to Approve	Total Posters
Administration	The Administration Building is mostly closed for student access, so you cannot poster in this space.	N/A	N/A	0
Agriculture/Forestry	Two general poster boards are managed by ALES Student Services. Information posted must be relevant and appropriate for university students. Posters should be removed after the date or deadline indicated. Additional poster boards are reserved for ALES student groups, so be mindful of postering on these.	2 across from the AgFor main office on the main level 1 across from the elevator on the main level 1 near the pedway to GSB1 across from the graduate student services office on the third floor	NO APPROVAL REQUIRED	5

Arts and Convocation Hall	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	TBD	SOME APPROVAL REQUIRED; see information.	TBD
Assiniboia Hall	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	TBD	SOME APPROVAL REQUIRED; see information.	TBD
Athabasca Hall	Athabasca Hall is currently closed.	n/a	n/a	0
Biological Sciences	Biological sciences has multiple poster boards. One poster is permitted per board.	6 in Centre Wing main level 1 in Centre Wing 2nd level 1 in each of Psychology, Microbiology, Zoology, Genetics, and Botany, main level and second level	NO APPROVAL REQUIRED	17
Business	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	2 on the main floor by the elevators 1 on the 2nd floor by the elevators 1 on the 3rd floor by the elevators 1 on the 4th floor near the elevators 2 in Carruthers Student Commons	Approval required for all floors from the General Office (3-23) Carruthers Student Commons requires approval from the front desk for the two boards in this space only	7

<p>Butterdome (Universidae Pavillion)</p>	<p>There are various poster boards that are located around VVC that don't need approval beforehand. If you'd like to have them in other places around the building besides these boards, contact ccrpromo@ualberta.ca.</p>	<p>TBD</p>	<p>SOME APPROVAL REQUIRED; see information.</p>	<p>TBD</p>
<p>Centennial Centre for Interdisciplinary Science (CCIS)</p>	<p>Posters can be put up without permission in CCIS on any surface that is not glass, painted, or metal. The boards across from the Faculty Office is restricted for Faculty use.</p>	<p>1 Faculty of Science board across from faculty office 1 Near elevators on main floor by the main floor (no approval needed)</p>	<p>Approval needed for the faculty of science board located across from the science faculty office - Only faculty of science event posters will be approved No approval required for other board - Removed every Friday</p>	<p>2</p>
<p>Central Academic Building (CAB)</p>	<p>Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval. 2 posters are permitted per area. Banners are no longer permitted in CAB. Please note that some boards require tacks, while others require tape.</p>	<p>1 Beside the large Tim Hortons 1 Across from the small Tim Hortons 1 Across from Provisions on Demand (beside InfoLink) 1 Across from the stairwell between the lower level and main level 1 on 2nd floor next to women's washrooms 1 on 3rd floor next to women's washrooms 1 on 2nd floor across from elevators 1 on 3rd floor across from elevators</p>	<p>NO APPROVAL REQUIRED - Posters removed regularly</p>	<p>16</p>
<p>Campus Saint-Jean</p>	<p>1 poster is permitted per board.</p>	<p>5 Boards</p>	<p>Approval needed from main office from McMahon</p>	<p>5</p>

Chemistry East	Please note that poster on the glass panels is unauthorized and these posters will be removed by U of A facilities staff.	1 Main level across from Chemistry store 1 Main level by elevator	NO APPROVAL REQUIRED - Posters removed regularly	2
Chemical Materials Engineering Building	Boards in Engineering buildings are managed by the Engineering Students' Society. Please contact the relevant office for poster permission.	1 Main floor 1 2nd floor 1 4th floor	GEER Store in ETLC beside the Tim Hortons. Open Monday-Friday 8:00AM-4:00PM	3
Clinical Sciences	Students can post on any unfinished surface such as on bare concrete, stone, tile or surfaces that are not painted. Do take care not to block any fire alarm pull stations, fire extinguisher cabinets, exit signs or other life safety systems in the buildings. There are some public bulletin boards that can be used in these buildings but the majority will have a tag or number designating who they belong to or who to contact for approval to use those spaces.	2 Main floor	SOME APPROVAL REQUIRED; see information.	2
Computing Science		Multiple boards all around. Boards marked "do not poster" require approval at CSC 1-40. Ones without, do not require approval	UACS: CSC 1-40 (For special boards) NO APPROVAL REQUIRED (for regular boards)	

Corbett Hall	For postering in Corbett Hall, please reach out to frm@ualberta.ca.	1 Lower level 1 Main level 1 Stairwell between lower and main level 1 Outside Faculty of Rehab. Medicine (3-48)	Contact frm@ualberta.ca	4
Diane and Irving Kipnes Health Research Academy, formerly Edmonton Clinic Health Academy (ECHA)	Public boards throughout the first and second floor east hallways are permitted. Postings must follow these guidelines: - University wide promotions - U of A faculty educational events on campus - Research events or participation notices - Promotions for events hosted by Student Associations approved by the SU If posters do not comply, admin will contact the group to remove them or else will be charged to be removed	Poster boards throughout the building on main level, L1, 1, and 2	NO APPROVAL REQUIRED - Removed every Thursday	TBD
Donadeo Innovation Centre for Engineering (DICE)	No specific approval is required as long as the content is related to student events. If you have something you would like to share with our students, please post them on the DICE 12th floor, next to the elevator.	1 on 12th floor next to elevator	NO APPROVAL REQUIRED	1
Earth Sciences Building (ESB)	You can hang posters on most of the bulletin boards in the building, unless they specifically say that they are for admin use only.	1 per floor 1 board across from ESB office (1-26)	NO APPROVAL REQUIRED	5

<p>Education Centre, North and South</p>	<p>Boards in Education North and South are managed by the Education Students' Association, the Undergraduate Student Services Office, and various departments. Please contact the relevant office for posting permission.</p>	<p>1st floor Ed North by elevators 1st floor Ed South by ramp 4th floor Ed North by lounge (further boards TBD)</p>	<p>Approval required from Education Students' Association office in Ed North 4-110a during regular office hours. Email esainfol@ualberta.ca for questions.</p> <p>Approval required from Undergraduate Student Services Office (1-107 North) near cafeteria for boards outside the office Contact office near each board for approval requirements</p>	<p>10</p>
<p>Engineering Teaching and Learning Complex (ETLC)</p>	<p>Boards in Engineering buildings are managed by the Engineering Students' Society. Please contact the relevant office for posting permission.</p>	<p>1 on Floor 1 right next to the entrance/E1-003 (right side) 1 Going from ETLC to CME on the right in the hallway</p>	<p>GEER Store in ETLC beside the Tim Hortons. Open Monday-Friday 8:00AM-4:00PM</p>	<p>2</p>
<p>Fine Arts Building (FAB)</p>	<p>Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.</p>	<p>2 on Main floor 2 on 2nd floor</p>	<p>NO APPROVAL REQUIRED</p>	<p>4</p>
<p>General Service Building (GSB)</p>	<p>Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.</p>	<p>3 on 2nd floor</p>	<p>NO APPROVAL REQUIRED</p>	<p>3</p>

Heritage Medical Research Centre	Students can post on any unfinished surface such as on bare concrete, stone, tile or surfaces that are not painted. Do take care not to block any fire alarm pull stations, fire extinguisher cabinets, exit signs or other life safety systems in the buildings. There are some public bulletin boards that can be used in these buildings but the majority will have a tag or number designating who they belong to or who to contact for approval to use those spaces.	TBD	NO APPROVAL REQUIRED	TBD
Humanities Centre (HC)	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	1 in Basement 1 on Main Floor 1 on 2nd Floor 1 on 2nd Floor (OASIS board)	Organization for Arts Students and Interdisciplinary Studies (OASIS) office for the board outside their office only	4
Human Ecology	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	1 board on each floor	NO APPROVAL REQUIRED	3

Katz Group Centre for Pharmacy and Health Research	Students can post on any unfinished surface such as on bare concrete, stone, tile or surfaces that are not painted. Do take care not to block any fire alarm pull stations, fire extinguisher cabinets, exit signs or other life safety systems in the buildings. There are some public bulletin boards that can be used in these buildings but the majority will have a tag or number designating who they belong to or who to contact for approval to use those spaces.	TBD	NO APPROVAL REQUIRED	TBD
Law Centre	There are 2 boards in the Law Centre.	1 by Student Services 1 by entrance to Law	Approval from LC-128 required	2
Libraries	There are a few bulletin boards in Rutherford where you may pin up posters that are about University events that are relevant to UA students. You don't need to get approval if you would like to use the bulletin boards, but please do feel free to ask where to find them at each library service desk (eg: in stairwells) Those are the only places where you can put up posters in the Library locations. We ask that you take them down when they are no longer relevant (eg: the date of an event has passed).	1 in basement of Cameron/CAB Some in Rutherford (TBD)	NO APPROVAL REQUIRED	TBD

<p>Li Ka Shing Centre For Health Research Innovation</p>	<p>Students can post on any unfinished surface such as on bare concrete, stone, tile or surfaces that are not painted. Do take care not to block any fire alarm pull stations, fire extinguisher cabinets, exit signs or other life safety systems in the buildings. There are some public bulletin boards that can be used in these buildings but the majority will have a tag or number designating who they belong to or who to contact for approval to use those spaces.</p>	<p>TBD</p>	<p>NO APPROVAL REQUIRED</p>	<p>TBD</p>
<p>Mechanical Engineering (mecE)</p>	<p>Boards in Engineering buildings are managed by the Engineering Students' Society. Please contact the relevant office for posting permission.</p>	<p>1 on main floor facing entrance 1 near the locker banks</p>	<p>GEER Store in ETLC beside the Tim Hortons. Open Monday-Friday 8:00AM-4:00PM</p>	<p>2</p>

Medical Sciences	Students can post on any unfinished surface such as on bare concrete, stone, tile or surfaces that are not painted. Do take care not to block any fire alarm pull stations, fire extinguisher cabinets, exit signs or other life safety systems in the buildings. There are some public bulletin boards that can be used in these buildings but the majority will have a tag or number designating who they belong to or who to contact for approval to use those spaces.	2 boards on Main floor + TBD	NO APPROVAL REQUIRED	2 + TBD
Natural Resource Engineering Facility (NREF)	Boards in Engineering buildings are managed by the Engineering Students' Society. Please contact the relevant office for posting permission.	2 on 1st floor, one by each lecture hall entrance 2 on 2nd floor, one by each lecture hall entrance	GEER Store in ETLC beside the Tim Hortons. Open Monday-Friday 8:00AM-4:00PM	4
Outdoors	Student groups who wish to put up lawn signs (ie posters affixed to an h-stake) must request permission from Campus Operations and Services in the form of an Outdoor Site Booking request.	n/a	Submit form here; email osb@ualberta.ca with questions	n/a
Pembina Hall	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	Four Boards - Refer to column	First two floors approved by Faculty of Native Studies (Front desk) 3rd floor: contact East Asian Studies 4th Floor: NO APPROVAL REQUIRED	4

Physical Education East	There are various poster boards that are located around VVC that don't need approval beforehand. If you'd like to have them in other places around the building besides these boards, contact ccrpromo@ualberta.ca .	TBD	SOME APPROVAL REQUIRED; see information.	TBD
Residences	To hang a poster in residence, you must first submit an application and ensure compliance with all guidelines. If approved (within 3-5 days) get your posters stamped at the International House office or the Lister Student & Guest Services. Posters will not be stamped without prior approval.	TBD	Submit form here ; scroll to the bottom of the page for the approval form.	TBD
South Academic Building (SAB)	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	1 on Main floor 1 on 2nd floor across from elevators 1 on 3rd floor across from elevators (further information incoming to include the link between SAB and UComms)	NO APPROVAL REQUIRED - Removed at end of each month	3
St. Joseph's College	Posters with events related to St Joseph's College or the residence, or an event/organization that one of the residents is involved in, can be given to staff to be approved and distributed.	TBD	Contact sjgres@ualberta.ca and sjcadmin@ualberta.ca	TBD

St. Stephen's College	Posters with events related to St Stephen's College can be given to staff to be reviewed and potentially distributed.	TBD	Contact ststephn@ualberta.ca	TBD
Students' Union Building (SUB)	Posters in SUB must be approved by InfoLink. - One poster per board (duplicates will be removed) - Do not use tape or staples - use tacks provided - Posters will be removed after the event has passed or one month from approval date, whichever is sooner - Non-U of A affiliated posters can only be approved for the community board	1 on 2nd floor beside Dinwoodie Lounge and 2-900 1 in West stairwell between basement and 1st floor 1 in West stairwell between 1st floor and 2nd floor 1 on Main floor across from bookstore (community board) 1 in Main floor loading bay	Student Life Central (SUB 0-81), stamp is required	5
Tory Building (T)	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	6 in Basement 2 on 1st Floor	Approval needed only for faculty offices on higher levels	8
Tory Lecture (TL)	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	2 in Basement 2 on Main floor 2 in Hallway between Tory and Tory Lecture	NO APPROVAL REQUIRED	6
Tory/Business Atrium	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	1 beside Business entrance	NO APPROVAL REQUIRED	1

Triffo Hall	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	TBD	NO APPROVAL REQUIRED	TBD
University Commons (UComm)	Posters in UComms must be approved by InfoLink. - One poster per board (duplicates will be removed) - Do not use tape or staples - use tacks provided - Posters will be removed after the event has passed or one month from approval date, whichever is sooner	1 on main floor East hallway, by InfoLink 2 on main floor West hallway, by Daily Grind and Bookstore 2 on main floor, across from washrooms by North elevators	InfoLink desk in University Commons, stamp is required	n/a
University Hall	Posters can be put on general dedicated boards without approval. Bulletin boards managed by a department office or student group require approval.	TBD	NO APPROVAL REQUIRED	TBD
Van Vliet Complex (VVC)	There are various poster boards that are located around VVC that don't need approval beforehand. If you'd like to have them in other places around the building besides these boards, contact ccrpromo@ualberta.ca .	3 boards	SOME APPROVAL REQUIRED; see information.	3
		Total Posters:		133

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