Quality Poster Project Submissions
Poster Submissions Due Date: Friday, March 22, 2024

Poster Requirements:
- o Format: PowerPoint (*best option for editing purposes*)
- o Dimensions: 30" x 40" (Height x Width) (*EDBA standard dimensions*)
  - For your convenience, select the relevant PowerPoint templates below:
- o BSWH: **Click Here**
- o JPS: **Click Here**
- o CommonSpirit/CHI: **Click Here**
- o All Other Partners: **Click Here**
- o Logo: Site based logos will be used, in addition to the IES logo.

Poster Proofing Process:
- o The Poster Team will proofread each poster. If there are any necessary revisions, a member from the Poster Team will email the author with a list of corrections for final approval.
- o Once final approval is received by the poster author, the poster will be submitted/published for Summit attendees to view.

Judging Poster Submissions:
- o **Awards:**
  - 1st, 2nd, 3rd place and Peer Favorite.

- o **Top Five Poster selections:**
  - Will be notified via email, by **Friday, April 19, 2024**

- o **Criteria:**
  - Originality: How original is the concept presented in this poster? Or, how original is the new approach to an old problem?
  - Significance: How significant are the poster's conclusions in increasing understanding of a disease process, or in improving the diagnosis or treatment of a disease state?
  - Presentation: How logical are the ideas presented in this poster? How interesting is the manner of presentation? How clearly written and free of significant grammatical problems is its abstract?
  - Methods: If applicable, how suitable is the research design for the stated objectives, and how appropriate are any statistical techniques applied?
  - Visual Impact: How effective is this poster visually? How valuable is each figure and graph in furthering viewers' understanding of the research subject?

Poster Team Leader:
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- o **Click Here** to submit your posters.

Poster Presentation Tips

Formatting:

- **Wording**
  - Don't overwhelm the reader with too much information.
  - Use phrases instead of sentences as much as possible.
  - Use bullets.
  - Use appropriate grammar and spelling.
  - Use active, not passive, verbs.
- Avoid visual chaos that distracts the reader (e.g., numerous jagged edges, various-sized boxes and font sizes, gratuitous images)
- Provide visual cues to guide readers through your poster.
- Use large enough prints, graphs, charts, or designs to be read easily from a distance of at least 5 feet.

- **Fonts**
  - Do not use ALL CAPS
  - Don't mix a large number of fonts. Instead, make the headings/title a sans serif font (e.g.,
  - Arial, Helvetica) and the body text a serif font (e.g., Palatino, Times New Roman)
  - Note: Serif fonts are easier to read, especially at smaller font sizes
  - Use common fonts (e.g., Times New Roman, Arial) because you may not know which fonts will be on the computer that is used to print your poster.
  - All types should be a minimum font size of 18 - preferably bigger.
    - Font at the same level (e.g., heading, first level bullet) should be the same size and type throughout the poster.
    - For example, if you make a slide heading 42-point Arial Black font, then all slide headings should be the same. Similarly, if you make the text for a first level bullet 32 point, Times New Roman, then all the other first level bullets should be the same.
- Try to consolidate as much information as possible.
  - For example, if all the authors of the presentation are from the same department and/or university, then there is no need to list it separately for each author. Just list it once
- If separate analyses found similar results, then try to consolidate the results into a table or concise summary of results.

Poster Sections:

- **Heading**
  - Title of the poster
  - Authors of the poster
  - Title, major/department, and institution of the authors

- **Introduction**
  - Abstract (optional)
  - Justification/Rationale – Why did you do this study? Who could benefit from the results?

- Invest time in explaining a compelling reason for the study rather than just showing past literature that found similar results.
- Purpose – Exactly what did you do?
- Null or alternative hypotheses – If you are making a predication, then you should present the alternative hypotheses. If there is no previous research or theory on the topic, then use null hypotheses. Note: If the study is exploratory, then you may want to provide research questions."

- **Methodology**
  - Sample characteristics.
    - Sample size.
    - Gender
    - Age range and mean (or median if the age is skewed)
    - Ethnicity
  - Any other characteristics that may be of interest to the study or viewer/reader
  - Procedures – How was the data collected?
  - Variables and measurement – How were the variables operationally defined?
  - List variable, scale, number of items, response choices, and reliability (if applicable)"

- Results
  - Analyses – briefly provide the rationale for the analyses conducted.
  - Findings – provide the findings in easy-to-read table(s) or concise bullets.

- Discussion – identify the most interesting findings and provide an explanation/rationale.
  - Why did this study get the results? Is it similar to past research? Can theory explain the findings? ere something about this data collection that made the results different?

- Limitations (optional)

- Implications
  - Implications for practice – How can the findings help others (e.g., practitioners, educators, policy makers)?
  - Implications for research – Based on the results and/or limitations of this study, what should future studies in this area do.

- Acknowledgments
  - Briefly and succinctly acknowledge the following:
    - Individuals who assisted with the project/poster (e.g., statistical advice, critique of poster, fieldwork/lab help).
    - Funding sources; and/or Conflicts of interest