

## 2016 Healthcare Symposium Poster Session

As part of the 2016 University of Dayton & Miami Valley Hospital Healthcare Symposium, we will be hosting a poster session. A poster session is a graphic presentation of an author's research. The authors illustrate their findings by displaying graphs, photos, diagrams and a small amount of text on the poster boards.

The 2016 Healthcare Symposium Poster Session is open to medical students, graduate students in healthcare related fields, and undergraduates. The focus of the poster session is healthcare and medicine. In order to present a poster, students must first submit a proposal including an, which will be reviewed by the Poster Committee prior to acceptance.

Proposals may be submitted on our web site [go.udayton.edu/udmvhsymposium](http://go.udayton.edu/udmvhsymposium) beginning January 29, 2016. The deadline for submissions is March 14, 2016.

All poster session participants must be registered attendees at the symposium. Student registration will open in mid-February. Please use the **Student Registration** link on our [Registration page](#).

Appropriate topics for posters:

- Healthcare delivery
- Health and wellness
- Disease: etiology, progression, treatment, prevention
- Public health
- Translational research: Use natural science bench work research findings to provide a poster that focuses on clinical medicine implications and applications
- Community service and service learning
- Other health related research

### How to Participate in the Poster Session

First, you will need to write an abstract to be included in your proposal for the poster session. Here are some guidelines and steps for writing an effective abstract.

#### Abstract Guidelines

An abstract is a short document that is intended to capture the interest of a potential viewer of your poster. You could think of it as a marketing document for your poster. It should engage readers by telling them what your poster is about and why they should come to see it.

- Start with a title that accurately describes your subject but is not too long. You want your title to grab the reader's attention.

- In the body of the abstract you need to make a clear statement of your topic and your research question.
- If it is a research project, you want to describe your project including your objective or purpose, methods, results, and conclusions. If your poster will present information about an experience or other program, you should describe that experience or program
- Keep it short but include key information.
- If you have a report or paper, use your headings and table of contents as a guide.
- If you are describing an experience or a program, make an outline including the purpose of the experience, your part in it, several key activities, and what impact it has/had on you and on the community.
- Reread your report or outline and look for the main sections.
- Write a rough draft without looking back at your report and do not merely copy key sentences. You want your abstract to be a coherent document and not just a list of ideas. It should present a summary of your paper or your experience.
- As you write ask yourself who your audience is and what you want them to know.
- Revise your rough draft to balance the amount of information it contains. Ask yourself if you have included all important pieces of information and removed any that is redundant. Eliminate unnecessary words. Triple check your spelling and grammar.
- Have someone else read it for grammar, spelling, coherence, and flow.

The abstract should then briefly describe the work to be displayed on your poster and also give a concise summary of the findings. Do not include diagrams; save those for your poster. Abstracts for the symposium are limited to 250 words.

You can submit your proposal with abstract at [go.udayton.edu/udmvhsymposium](https://go.udayton.edu/udmvhsymposium) on the Poster Session tab. The Poster Session committee will contact you after the first of March to let you know whether or not your proposal has been accepted for the poster session.

## Poster guidelines

Overall, please remember that poster sessions feature *posters*. Displays should be graphical in nature and easy to read from several feet away. We recommend using the template found on the Poster Session page at

[https://www.udayton.edu/artssciences/initiatives/healthcare-symposium/poster\\_session/index.php](https://www.udayton.edu/artssciences/initiatives/healthcare-symposium/poster_session/index.php)

to make your poster.

We will have two sizes of poster boards. The smaller board is a tri-fold tabletop board measuring 3 feet high by 4 feet wide. The larger board is a flat board that stands on an easel and measures 4 feet by 6 feet. When you fill out your registration form, be sure to specify the size of your poster so that we have an accurate number of boards available. A table will be provided on which you may place handouts or

other supplementary materials. Tacks or clips for mounting your display will be provided. These are the only materials provided.

1. The heading for your presentation should include title of the presentations, the name(s) of the presenter(s), their department, and their faculty advisor(s)/co-advisor(s) on the heading.
2. All lettering should be simple, bold and easily legible at a distance of four (4) feet. Use upper and lower case letters. Avoid fancy fonts.
3. Visuals should dominate your presentation. Think in terms of graphic impact. Charts, drawings, photographs, and other illustrations are encouraged.
4. Do not compose your poster using PowerPoint slides printed on 8.5 X 11 sheets.
5. Your poster should
  - Be only ONE page and horizontal.
  - Be saved as a PDF or a Power Point document. Non-UD students, check with your printing staff for specific format requirements.
  - NOT include watermarks or color backgrounds (your file should be no larger than 48 MB).
  - Use black letters on a white background. Make your lettering bold. If you will be posting typed material, use a large font size (24 pt).
  - Use text alongside NOT ON TOP OF the images. Include titles and captions for images and graphics to allow the audience to understand more precisely what the image is intended to communicate.
  - Use high-resolution images for best printing results (300 dpi).
  - Be reviewed by your faculty advisor BEFORE you print it.

### Special Instructions for **University of Dayton Students ONLY**

1. UD students should download and use the prepared PowerPoint template found at

[https://www.udayton.edu/artssciences/initiatives/healthcare-symposium/poster\\_session/index.php](https://www.udayton.edu/artssciences/initiatives/healthcare-symposium/poster_session/index.php),

which will help you determine font sizes and image quality control. Consult with your faculty advisor on the content and design of your poster. Other students are also welcome to use this template.

2. **University of Dayton students \*\*only\*\*** who are participating in the Poster Session of the UD/MVH Healthcare Symposium may print their posters for free through the Premedical Programs Office. These posters will be 3 feet by 4 feet (the same size as for the Stander Symposium). Students from other institutions must find their own sources for printing.

UD Students should do the following:

- Review your poster in detail for any errors BEFORE you submit it for printing. Because of the cost of printing supplies, only one poster can be printed per student presenter.

- Email the final PDF of your poster to Dr. Julie Simon at [jsimon1@udayton.edu](mailto:jsimon1@udayton.edu). Please include the name of the person picking up the poster in the body of the email and put “Healthcare Symposium Poster” in the subject line.
- **Posters should be submitted for printing no later than Friday, April 15.**
- You may pick up your poster from the Premedical Programs Office between 8:30 am and 4:30 pm, M – F.

Other printing options near campus include Digital Fringe, Kinko’s, and Oregon Printing. Please note you will be responsible for all charges associated with printing your poster at these locations.

### **Other good resources:**

- Colorado State University Writing Center (<http://writing.colostate.edu/guides/documents/abstract/index.cfm>)
- St. Cloud State University Writing Center (<http://leo.stcloudstate.edu/bizwrite/abstracts.html>)
- Purdue University Online Writing Lab (<http://owl.english.purdue.edu/owl/resource/656/01/>)

Credits: [www.apha.org/meetings/sessions/PosterSessionGuidelines.htm](http://www.apha.org/meetings/sessions/PosterSessionGuidelines.htm),  
<http://www.udayton.edu/provost/stander/index.php>