

# **Abstract and Poster Session Guidelines**

## **for the**

### **UD/MVH Healthcare Symposium 2014**

#### **List of appropriate topics for the Healthcare Symposium:**

- 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

#### **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.

#### **Steps for Writing Effective Abstracts:**

- 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.

### **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/>)

### **Poster Session guidelines**

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.

University of Dayton students who are participating in the Poster Session of the UD/MVH Healthcare Symposium may print their posters for free in the Geology Department. See details below on preparing, formatting, printing, and presenting your poster.

### **Poster Preparation and Construction**

Overall, please remember that poster sessions feature **\*\*posters\*\***. Displays should be graphical in nature and easy to read from several feet away.

1. The poster board surfaces are 36 inches high by 48 inches wide. A table will be provided for you to place handouts or other supplementary materials on. Tacks or clips for mounting your display are provided. These are the only materials provided to you.
2. 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.
3. 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.
4. Visuals should dominate your presentation. Think in terms of graphic impact. Charts, drawings, photographs, and other illustrations are encouraged.
5. Do not compose your poster using PowerPoint slides printed on 8.5 X 11 sheets; download and use the prepared PowerPoint template provided, which will help you determine font sizes and image quality control. Consult with your faculty advisor on the content and design of your poster.

6. Your poster should

- Be only ONE page and horizontal (final printed size will be 48 inches wide by 36 inches high)
- Be saved and submitted as a PDF or saved and submitted as a Power Point document
- 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

## Instructions for Printing Your Poster

Students may have their Symposium posters printed in the Geology Department. Print your poster early, by March 31, if possible, to avoid the Stander rush.

To print:

1. 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.
2. Email the final PowerPoint or PDF of your poster to [kschoenenberger1@udayton.edu](mailto:kschoenenberger1@udayton.edu). Please include the name of the person picking up the poster in the body of the email. Please put "Healthcare Symposium Poster" in the subject line.
3. You may pick up your poster from the Keck Lab in SC 71 (the basement of the Science Center) between 8:30 am and 4:30 pm.
4. 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.

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