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**Guidelines for Poster Presenters**

**Event: 4th Annual Interprofessional Health Showcase**

Virtual Asynchronous Poster Viewing: 4/29/2022 – 5/3/2022

Virtual Synchronous Sessions: 4/29/2022

* 11a - 12p: Oral presentations by finalists in the Quality Improvement and Research categories
* 12:15p - 1:15p: Oral presentations by finalists in the Community Engagement and Health Innovation categories
* 1:30p - 2:15p: Poster viewing session with authors present

**Digital Poster Requirements:**

1. For online viewing, a landscape (or horizontal) format is preferred over portrait. An ideal aspect ratio is 16:9, but you are not required to use this ratio.
2. Your poster content must all fit on ONE slide. You will be asked to resubmit if your poster exceeds one slide.
3. FILE FORMAT: The final poster must be **saved as a PDF** and named correctly (see below).

**Naming Your Digital Poster:**

1. Name your pdf file using the following convention: “poster number\_last name of first author.” Example: “R-05\_Smith”; “C-12\_Garcia”
2. Locate your assigned poster number in the document attached to the notification email.

**Poster Design:**

1. Create your poster using a software of your choice. Common software/app that works well for poster development includes PowerPoint, Canva, and Google Presentation.
2. Choose fonts that are easy to read and make sure text is large.
3. Use tables, graphs and images to increase appeal. Avoid too many words
4. If you would like to see examples of digital posters for presentation, [contact us](mailto:lauren.el-assad@austin.utexas.edu) to request.

**Poster Content:** Your poster should have the following sections - project title and authors; background; methodology; findings/outcomes; conclusions & implications; references if applicable; funding if applicable; acknowledgements if applicable

**Poster Upload Instructions:**

1. **Due date: Submit all posters no later than 4/23/2022, 11:59 PM.**
2. Check that your poster is saved as a PDF and named following the naming convention described above.
3. Click [here](https://dev.pharmacy.utexas.edu/forms/health-ipe.html) to access the submission portal and upload your poster. You are all set!!

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**Virtual Oral Presentations for Finalists**

1. All poster finalists are notified by email. **If you were not notified that you are a finalist, scroll to the “Poster Viewing” section below.**
2. The first author and team (if applicable) will present their work at one of two poster sessions based on project category. Your assigned session is in your notification email.
3. **Requirements**:
   1. Deliver a 3-minute pitch of your work. You will be asked to stop at the end of the 3 minutes.
   2. Respond to a 2-minute Q&A immediately following your 3-minute presentation.
   3. If your work is a team project, it is strongly encouraged that more than one author presents to demonstrate collaboration.
   4. Use of visual aid (e.g., slide presentation, digital poster) is encouraged.
   5. Be familiar with the “share screen” function in Zoom.
4. All presenters are asked to join 10 minutes before the session begins. Presenters are expected to stay for the duration of the 60-minute session to reduce interruptions and distractions for other presenters. Please support the other presenters.
5. Judges and other attendees will be present. Presentations may be recorded.
6. The purpose of the 3-minute pitch is to showcase your work. Relay to the audience the significance and impact of your work, conducted using a systematic approach. This is your elevator speech promoting your research/project.
7. Email questions to the [Center for Health IPE](http://lauren.el-assad@austin.utexas.edu).

**Poster Viewing and Q&A Session – ALL Presenters (1:30p - 2:15p):**

All poster presenters will be showcasing their projects and will have an opportunity to meet with attendees and judges via Zoom breakout rooms and engage in discussion about their work. You will be assigned to one of three concurrent poster viewing sessions based on project category. This also serve to support the People’s Choice Award.

1. An individual Zoom breakout room will be created for you and your team.
2. At least one author must be present at any one time during the 45-minute viewing.
3. Presenters are asked to join 10 minutes before the session begins for instructions.
4. You will receive further instructions and a Zoom link.
5. Be familiar with the “share screen” function in Zoom.
6. Email questions to the [Center for Health IPE](http://lauren.el-assad@austin.utexas.edu).

**Register for the Event (REQUIRED):**

All attendees, including presenters and all authors, are required to register. Please encourage colleagues, faculty, and other collaborators on your project to register and attend. They will be eligible to vote for the People’s Choice Award.

Please [register here](https://bit.ly/showcaseregistration2022).

Thank you for your participation!