Poster Development Training

Preparing for 2023 NYSPHC Summit

September 18, 2023
12:00 – 12:45PM

Welcome!

September 2023

Agenda

- Poster Instructions
- Best Practices for Visually Engaging Posters
- NYSPHC Poster Liaisons (Roles and Responsibilities)
- Important Deadlines
- Q & A
- Conclusion and Next Steps

Poster Presentation Goals

- Offers the opportunity to present NYSPHC-specific projects, programs, and/or research in a visual format.
- Allows all participants to visit posters and discuss content with presenters.
- In the abstract submission process, there was an option for a moderator. This is optional.

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Poster Presentation Times

- Two opportunities to present posters.
  - **December 12, 2023** (3:00-4:30 p.m.)
  - **December 13, 2023** (8:00-9:00 a.m.)
- Poster presenters should stand by their posters during these times to provide an overview of their poster and answer questions.

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Poster Set Up/Breakdown

- Poster set up is the morning of **December 12, 2023**
- The specific time will be communicated by your Liaison.
- An easel and poster board for mounting will be provided by NYSPHC.
- Double-sided tape will be provided for you to affix your poster.
- Liaisons will be available to assist and answer questions during specified set up time.
- You may take your poster down after the second session on Day 2 but it can stay up until the close of Summit.
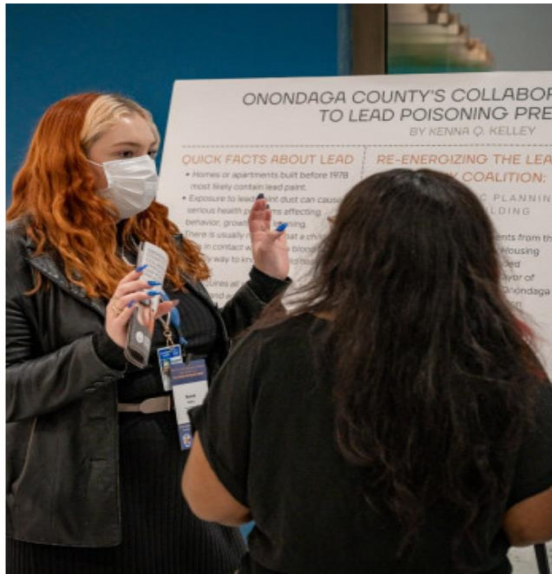- Please be sure to take your posters with you when you leave.

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Summit 2022 Posters

PRESENTING YOUR POSTER

AT THE NYSPHC SUMMIT

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Preparing Your Poster

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Text on Poster

- Use a clear type face such as Arial, Times New Roman etc.
- We suggest a minimum font size of 24.

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Material of your Poster

- Poster board can be used.
- Easels and poster backings will be provided.
- Paper only (no canvas).

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Poster Board Size

- Size of usable area: Up to 40 inches high, and 60 inches wide.

- The poster should be readable from 3-4 feet.

- A minimum font size of 24 will ensure this.

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Graphs/Diagrams/Pictures

- Ensure they are clear, crisp and readable.
- Graphs and diagrams should be drawn with a minimum line width of 1 mm.
- Pictures encouraged, if applicable.

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Poster Submission

- Your poster is requested to be submitted to the presenter platform by **Friday, November 3, 2023.**

- For your poster template, please create and submit it in a PowerPoint file.

- It is recommended that your Supervisor or Local Coordinator do an initial review of the poster before submitting to the presenter platform.

- Follow your host organization's internal policies for presentation approvals.

- Your poster will be reviewed by your Poster Liaison by **Friday, November 17, 2023.**

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Tips for Making a Better Poster

Best Practices

- Template/Look at examples for inspiration
- Don't be overly "text heavy"
- Spell check
- Spell out acronyms
- References
- Smart art in PowerPoint
- Use of peer input
- Map out a timeline now to meet 11/3/23 deadline.
- Supervisor review

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Poster presentation title

List of Authors and co-Authors / collaborators

List of affiliated programs, institutions, organizations, schools, etc.

(click to edit) INTRODUCTION or ABSTACT

Tips and poster guidelines:

We suggest using a minimum font size of 24 with a clear typeface such as Arial, Times New Roman, etc.

In the upper right hand picture text box, you may add your LHD/Host Organizations' logo if desired.

Size of usable area for your poster: Up to 40 inches high and 60 inches wide. Your poster should fit within these guidelines.

(click to edit) OBJECTIVES

Type in or paste your text here

(click to edit) MATERIALS & METHODS

Type in or paste your text here

(click to edit) RESULTS

Graphs and figures should be readable.

They should be drawn with a minimum line width of 1 mm.

(click to edit) CONCLUSIONS

Type in or paste your text here

(click to edit) REFERENCES

Type in or paste your text here

(click to edit) ACKNOWLEDGEMENTS or CONTACT

Type in or paste your text here

FAQs

- **Can posters be done virtually?** No, they are only available for attendees attending in-person.

- **Who prints my poster?** Poster presenters must print and transport their posters. Discuss options with your placement site. Printing is an allowable expense in the contract.

- **What is provided to display my poster?** An easel, poster board and double-sided tape will be provided.

- **Should my Supervisor edit/approve before I submit to the platform?** It is recommended they approve after you carefully edit.

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FAQs (con't)

- **What other approvals are needed at my organization?** Follow your host organization's internal policies for presentation approvals.

- **What is the size of the usable area for my poster?** Up to 40 inches high and 60 inches wide. Aim for as close as possible to this size so that it can be read from 3-4 feet.

- **What format should my poster be in?** Create and submit your poster in a PowerPoint files.

- **Can I make handouts?** You can make handouts; Presenters must coordinate printing.

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Introducing your 2023 Poster Liaisons

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Meet Your 2023 Poster Liaisons!

Hillary Faas
Hillary.Faas@health.ny.gov

Shakira Maki
Shakira.Maki@health.ny.gov

Ali Doggette
Alexandra.Doggette@health.ny.gov

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Liaison Role

Liaison Role

- Primary point of contact for the presenter(s) they are assigned to.
- Guide presenters through all the logistical details necessary for them to have a successful and meaningful poster session and experience at this year's Summit.
- Answer any questions as they may arise.
- Serve as a resource for all assigned presenters to ensure clarity and help reduce opportunities for error.
- Work closely with the Summit Planning Committee as an additional resource.
- Your assigned poster Liaison will contact you with an introduction by the end of this week.

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Providing Feedback on Presentations

When reviewing your presentation, Liaisons will consider the following:

- Grammar
- Punctuation consistency
- Consistent font type, size, color, and overall style of the presentation material
- Readability (are the graphics clear and crisp? Is the font size big enough to read if you sat in the back of the room?)
- References and citations (if research or work is spoken about that is not their own, is it properly credited? If not, request that it be added).

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Providing Feedback on Presentations (con't)

When reviewing presentations, Liaisons will consider the following:

- Do the links embed in the materials work? (Make sure you check them all.)
- Review it as if it was their own presentation – would they be proud of it? As a liaison, it is our responsibility to make our presenters look good, as every presentation is a reflection of OUR program. Liaisons will partner with you to create a presentation that you (and NYSPHC) will leave feeling great about!
- After your submission on **Friday, November 3, 2023,** Liaisons will send you feedback by **Friday, November 17, 2023.**

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During Summit, Liaisons will:

- Welcome all poster presenters

- Remind of set up logistics

- Remind of presentation times

- Offer additional support or answer questions, if needed

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Important Deadlines:

- Several deadlines in the Conference Harvester.
  - **9/14/23:** Accept or decline the invitation to present
  - **9/22/23:** Summit Registration
  - **9/27/23:** Lodging Reservations

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Important Deadlines (con't):

- **10/13/23**

  - Update Profile Information

  - Update Biography

  - Photo Upload

- **11/3/23**

  - Upload poster file for Liaison review.

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Contact your Poster Liaison if you need them!

- **Hillary Faas:** Hillary.Faas@health.ny.gov
- **Ali Doggette:** Alexandra.Doggette@health.ny.gov
- **Shakira Maki:** Shakira.Maki@health.ny.gov

- Your assigned Liaison will contact you this week.

- We look forward to your presentation at Summit 2023!

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