41st Annual Multi-Campus Family Medicine Research Day

ABSTRACT AND CASE REPORT POSTER GUIDELINES

There will be two 40-minute poster sessions (Poster Session 1 at 1:00-1:40PM; Poster Session 2 at 2:25-3:05PM). Posters will be simultaneously displayed in three break-out rooms. Please refer to your acceptance letter to determine your poster's assigned session and room. Upon arrival at the event, presenters should deliver their poster to their assigned room.

Those in Poster Session 1 should set up their posters upon arrival. At the conclusion of Poster Session 1, presenters should remove their poster from display (they may store their poster in a discrete corner of the room if they wish) before proceeding to the Dr. Beatriz Solis Hall for Lectern Session 1. This will allow event staff to prepare the room for Poster Session 2.

Those presenting in Poster Session 2, should place their poster in a discrete corner of their assigned room upon arrival at the event. This allows event staff to confirm that each poster has arrived and also allows presenters to attend the rest of the event unencumbered. However, we ask that presenters please do not place their poster for display at that time; they can set up at the end of Poster Session 1 or the beginning of Poster Session 2. We will have event staff available to assist.

For posters that are rolled up: We ask that presenters PLEASE put their name, room, and poster session on the outside of the roll/case so that it can be identified without needing to be unrolled.

Due to space constraints and easel size, the recommended poster size is 2 ft (H) by 3 ft (W). We posters on poster-board/hard cardstock so they can stand upright on their own, but we will also have clips available for those printed on paper. We do not recommend vinyl as those posters tend to be too heavy for our clips. Presenters are welcome, but not required, to provide business cards and/or handouts to attendees.

Those presenting Research Abstracts (as opposed to Case Reports) must prepare a 60-second oral summary (AKA "elevator pitch") to be presented twice during their assigned Poster Session. At approximately 10 minutes into each poster session, event staff will make an announcement and those presenting Abstracts will take turns presenting their 60-second oral summary to the room at large. This should take approximately 5-8 minutes. After the oral summaries have concluded, attendees will be instructed to continue perusing both the abstract and case report posters in all three breakout rooms. This will be repeated at approximately 25 minutes into the session, so that attendees who may have been in another room will have an opportunity to hear different oral summaries.

For Poster Session 1, the oral summaries will take place at approximately 1:10PM and 1:25PM. For Poster Session 2, the oral summaries will take place at approximately 2:35PM and 2:50PM. As a reminder: only those presenting abstracts (not case reports) will be presenting oral summaries. However, attendees are welcome and encouraged to ask questions of all poster presenters.

More information, including the event agenda, can be found on our <u>Research Day Website</u>. If you have any questions, please feel free to reach out to <u>LSheehan@mednet.ucla.edu</u>.

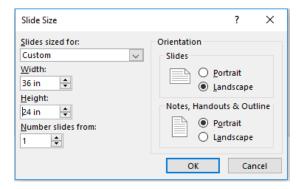
Please do not forget to **RSVP** by May 1!

CREATING A RESEARCH POSTER USING POWERPOINT

NOTES: Depending on the version of PowerPoint you are using, these instructions may vary. You should build your poster on **one slide** within PowerPoint. Maintain 1 inch margins on all sides to prevent cropping when you print the final poster. Check with your printer (we recommend FedEx or Bruin Print) in advance in case they have special formatting requests.

Step-by-Step Directions:

- 1. Open a new/blank presentation in PowerPoint.
- 2. To set the correct size, select the **Design** tab, and click on **Slide Size**. Select **Custom Slide Size**.
- 3. For **Orientation (slides)**, select **Landscape**. Set the **Width to 36** inches, and the **Height to 24** inches. Only make the poster larger if you need more space for all data/text to be legible. Click OK.



4. Now that your slide is the correct size, you may want to add some gridlines to make it easier to keep the text in line. To do this, click on the **View** tab. Check the **Ruler** and **Gridlines** and **Guides** boxes.



5. To enter text, use the **Text Box** feature, found on the **Insert** tab.



- 6. Place the text box where you want text to appear. (You can also cut-and-paste tables from Word or Excel, and insert images). If you are having difficulty reading the text, click on the **Zoom** icon in the **View** tab. Zoom back out to "Fit to Window" to get the big picture when you are working on the overall layout/design of the poster.
- 7. The title, authors, and affiliations should be aligned at the top center of your poster. Choose a large font size for the title (around 80-90) and a somewhat smaller font size for the authors and affiliations (around size 50-60). The other text boxes (for intro, methods, results, conclusion, etc.) should be ordered from the top left to bottom right, usually in two to four neat columns. Headings are usually centered, typically around font size 30-40. Text within each box should not be smaller than 18 font.
- 8. Choose a color scheme that is engaging, but easy to read. Attractive posters tend to utilize 2-4 coordinated colors. To change the background, go to the **Design** tab, and click on **Format Background**.



9. Good posters are visually appealing. Photos, graphs, and tables are great ways to convey data in an easy-to-read format. Be sure graphics are of high enough quality to ensure readability.

EXAMPLE:

