



# Annual Meeting Poster Requirements

During the Annual Meeting (May 22, 2024), all participating Healthcare Teams will present a poster that tells the audience about their work. Please review the guidelines below and email your coach if you have any questions.

## Poster Size and Submission Guidelines

- Only one poster per Healthcare Team is required, regardless of number of participating initiatives
- Healthcare Teams will be required to submit an electronic copy of their poster to their PQC QI coach via email by **April 30, 2024** and print a hard copy to display at the meeting
- This will count as your QI report out for whichever initiative you choose (for example if your team participates in both OUD and NAS, you can create a poster for NAS then submit your usual QI report via LifeQI for OUD).
- Printing your poster:
  - Posters must be **no wider than 3 feet, though can be smaller than this**
  - You may choose to create and print a large scientific poster, or share your information in a PPT (print one slide per page to hang on the display boards with thumb tacks)
  - Instructions for locating display area and push pins for displaying posters will be provided at registration.

## Display Tips for Poster

- Be creative! The goal is not to create a polished product. Keep it simple and straightforward—we don't want you to spend a lot of time but have fun!
- Pictures (including of people/team members)
- Large font size
- Color to highlight key messages
- Clear titles and labels if you include graphs (X and Y axes, dates, brief explanation of what it shows)

## Elements to Include on the Poster

- Required Elements:
  - Organization Name
  - Problem Statement
  - Focus Area
  - Status
  - Measures
  - Key Interventions
  - Results
  - “On this topic, our team would most like to learn from our peers...”
- Optional Elements:



- Engagement and Buy-In
- Launching Initiative
- Dissemination
- Sustainability