

HIMSS16 Poster Presentation Guidelines

AMDIS/HIMSS Physicians' IT Symposium



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transforming health through IT™

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About Posters

Papers v. Posters

- **Papers** are designed to appeal to an editor of a scholarly journal, and to meet the *formal* organizational and informational requirements of publication.
- **Posters** are designed to appeal to peers and colleagues at conferences and/or public displays, and to meet the organizational and informational requirements of conferences and/or public displays.

Papers v. Posters (con't)

- The audience of a paper is a *person*; the audience of a poster is **people**.
- A poster presentation allows for question-and-answer sessions, and the in person exchange of ideas and information regarding your research.
- A paper presents *all* the information; a poster presents the **most important** information.

Poster Submission Requirements

Physicians' IT Symposium Posters

Poster presentations will explore advances in health IT and clinical informatics. Topics should address practical implications, innovations and Clinical Informatics roles as defined by the Core Content for the Subspecialty of Clinical Informatics.

Complete Submission Survey

1. Author names and contact information
2. Title of your poster
3. 30-50 word description (for use on website and in marketing materials) Please be vendor neutral!
4. 3 learning objectives
5. Authorization for HIMSS to publish your topic profile on our website.

Submission Process Cont'd

6. Identify Clinical Informatics Role:

- Assessing the knowledge-based needs of health care professionals and patients.
- Characterizing, evaluating and refining clinical processes.
- Developing, implementing and refining clinical decision support systems.
- Leading or participating in the procurement, customization, development, implementation, management, evaluation and improvement of clinical information systems such as electronic health records and order-entry systems.

Submitting Your Proposal

- The HIMSS16 Physicians' IT Call for Posters will be open **July 27 through September 30th**. Late or incomplete proposals will NOT be accepted.
- All presenters must submit their proposal via the link provided. Email submissions will not be accepted.
- Please be vendor neutral! Any proposals containing a vendor bias will not be considered.
- Please double check your proposal for accuracy before submitting. You will not be allowed to go back and edit your proposal.

Criteria for Selection

How will posters be selected?

A panel of industry experts will select posters based on:

- Overall abstract merit
- Originality of the work
- Appropriateness of the methodology
- Quality of the analysis
- Interpretation of the results and implications
- Adherence to submission criteria

If You Are Selected

General Information

- **AMDIS/HIMSS Physicians' IT Symposium** Posters will be displayed on Monday, February 29th in Las Vegas.
- Poster authors will be notified via email of their accept/decline status by **October 13, 2015**. Upon acceptance, primary authors will be required to confirm their participation via email to [kamato@himss.org](mailto:kamoto@himss.org)
- Presenters are responsible for costs related to creating their poster, as well as shipping costs to/from Las Vegas
- HIMSS will provide boards on which to mount posters and a limited supply of push pins. The boards are 8' wide and 4' high (please see slide 29 for a picture of a typical poster).

Registration/Travel

- The **primary poster author** will receive one complimentary registration to the Symposium their presenting during *and* a \$100 discount to the HIMSS16 Annual Conference and Exhibition. *(IMPORTANT NOTE: Secondary authors will not receive a complimentary registration, but will be listed as an author on the conference website)*
- Registration instructions along with a comp code will be sent in advance to primary presenters. Secondary authors are welcome to attend provided they pay the registration fee.
- HIMSS is not responsible for travel costs (including airfare, hotel, meals and local transportation).

Presenting Your Poster at the Symposium

- Set-up times for the AMDIS/HIMSS Physicians' IT Symposium will be provided to accepted presenters prior to the event.
- You will engage with attendees before/after the symposium and during breaks and lunch. Preparing talking points about your poster is highly recommended.
- When the symposium is not on break or lunch, you are free to enjoy the speakers!
- Be sure to bring plenty of business cards for distribution. You may also wish to provide copies of your topic profile to attendees.

Poster Composition Suggestions

Poster Composition *Suggestions*

- Title
- Introduction
- Objectives
- Methods
- Results
- Summary
- References

The most attention should be paid to the intro, results & summary! This is where 95% of your audience will be looking!

Title

- Eye catching
- Simple
- Specific
- Author(s)
- Organization(s)
- Max 10 words (not including author info)

Introduction

- Get your viewer *interested!*
- Place your issue in the context of literature and current industry trends.
- Provide description and justification of general approach.
- Why your topic is important.

Objectives/Purpose

- Succinct!
- Identify the purpose and reason.
- Identify relevance
- Max 1 -2 sentences.

Methods/Materials

- Identify methodology (why did you do it this way).
- Identify demographics/audience.
- Identify measurement and design.

Results/Findings

- Display succinctly what you found.
- Consider the use of figures and tables.
- Consider the use of flow charts and graphics.
- Mention statistical analyses, if applicable.
- List ALL captions with illustrations.

Summary

- Remember: your poster size should not exceed 4' x 8' (see slide 28 for an example).
- Be concise and clear!
- Identify what you found & its importance.
- If applicable: include parallels and discrepancies with previous research and theory.
- Identify what is next for the topic

References

- Follow APA format: <http://www.apastyle.org/>
- Acknowledge those professionals that contributed.

Example Poster



Tips for Success

Use Microsoft PowerPoint

- The easiest and most attractive way to construct your poster is by using Microsoft PowerPoint. You will basically be making a single huge slide.
- Consider using landscape format.

Do's & Don'ts

Do

- Use color and fonts efficiently
- Make your poster visually appealing
- Use bullets
- Use a larger font size for headers
- Ask for feedback from your colleagues

Don't

- Use dark backgrounds
- Highlight a specific vendor product
- Misquote your research or topic
- Forget to acknowledge your collaborators (including executive sponsor)

Communicate Effectively

- Prepare a 3 minute elevator speech on the critical aspects of your posters
- Be prepared to answer questions
- Bring business cards or small sheets of paper with your contact information, including name and email address
- Prepare a one page hand out; bring hard copies or have it available electronically (you are welcome to utilize the HIMSS website for posting)

Next Steps

Timeline

- Call for posters: **July 27 – September 30, 2015**
- Evaluation: **September 30 – October 12, 2015**
- Selections announced: **October 13, 2015**
- Recommended poster completion: **February 5, 2016**
(HIMSS does not need to see your poster prior to the symposium)

Questions?

- Contact Kerry Amato, Manager Specialty Education at kamato@himss.org or 312.915.9263
- Click [here](#) to learn more about HIMSS16
- Click [here](#) to learn more about the HIMSS Physician Community