



VESALIUS TRUST POSTER SYMPOSIUM: INFORMATION FOR PARTICIPANTS

The Vesalius Trust, in association with Association of Medical Illustrators, will be holding its Annual Poster Session at the upcoming Annual Conference. All 2016 applicants to the VT Scholarship program have an opportunity to present at this year's Annual Vesalius Trust Poster Session. You do not have to have received a VT Scholarship or Grant to take part. Participation is voluntary for all applicants, and would be in addition to those who have been asked to present as a Vesalian Scholars TED-style Talk.

General Guidelines

Who can participate: Presentation of research is open to all 2016 Vesalius Trust Research Grant applicants. You **MUST** be present at the AMI conference session to participate.

Where: AT&T Hotel & Conference Center, Austin, TX

When:

- Poster Submission Deadline: Saturday, July 1, 2017*
- Poster Judging Online: Monday, July 3 – Friday, July 14, 2017
- Poster Presentation Session: Monday, July 24 from 3:00pm-3:30pm, in the Ballroom Foyer
- Best Poster Award Announced: Tuesday, July 25, 2017, 7:30pm at the AMI Awards Banquet

* **Please RSVP if you would like to participate:** Jmarlowe@lifebridgehealth.org

Cost: FREE! The cost of printing is covered. All posters will be printed ahead of Austin.

* **Send pdf files to:** Jmarlowe@lifebridgehealth.org (or connect through Dropbox)

Cost: FREE! The cost of printing is covered. All posters will be printed ahead of Austin – information follows below on how to prepare and where to send your digital files.

Handouts: are optional - you will need to produce those on your own if you so desire.

Display: Posters will be displayed at the AT&T Hotel & Conference Center, Austin, TX. Posters will be hung before you arrive since the posters will be printed in Austin (you won't have to worry about transporting a big rolled-up tube). The posters will be on display **ONLY** during this time. After, you are free to take your poster home with you.

AV Support: Since this is a poster session, there will be no AV support as posters should be able to illustrate your research alone. If you would like to bring a laptop on your own, you are free to do so, but note that the posters are meant to stand alone.

Size: Will be a large format print = No larger than 36" x 48" - and 4:3 in ratio - template provided

Format: Please create your poster from the supplied Adobe Illustrator digital template file (.ait file) which can be downloaded from the AMI meeting site at:

http://ami.org/meetings/2017/wp-content/uploads/2017/05/VTPosterTemplate.ait_.zip

A Best Poster Award and/or an Honorable Mention will be given.

POSTER SUBMISSION GUIDELINES:

Creating Your Poster

Please read the entire guidelines before you begin laying out your poster. Posters must be received no later than 5:00 p.m. EST on Saturday, July 1, 2017. Any poster e-mailed/postmarked after this time and date will be automatically rejected—no exceptions will be made.



Poster Formatting

- ❑ Using the Adobe Illustrator .ait file as your guide, divide the contents of the poster into the appropriate sections: Title of paper, author, institutional affiliation; abstract; introduction; methodology; data; results; conclusions. Be sure to include each part in separate sections of the poster layout.
- ❑ Arrange the contents in a series of 3 columns. Place the elements of the poster in position:
 - The title will appear across the top.
 - A brief introduction should appear at the upper left.
 - The conclusions will appear at the lower right.
 - Methods and Results will fill the remaining space
 - Feel free to adjust the size of the template's sections, picture boxes, color scheme, etc. to fit your projects requirements.
- ❑ Use a neutral-colored poster background. Save splashes of color for illustrations/diagrams, subtitles, or central findings or provocative results. Again, feel free to adjust the size of the template's sections, pictures boxes, color scheme, etc. to fit your projects requirements.
- ❑ Make sure your titles, section headings, figures, tables and other visuals use a consistent lettering or numbering system. Exercise unity when adding figure labels, use consistent font sizes within figures.
- ❑ Make sure font sizes legible form 3 feet away. Exceptions to this rule only include your bibliography.
- ❑ Avoid fonts that are script or difficult to read. Use larger (than 16 font) lettering for the poster's title, author and institutional affiliation. Make the lettering at least one inch high.
- ❑ Be concise with written material. Save elaborative points for discussion/interaction with viewers. For conclusions, focus on a central finding that lends itself to informal discussion.
- ❑ Ask yourself what the purpose of the poster is. Do not just copy paste your thesis: put some thought into how to present your project in poster format.
- ❑ DO NOT use the text of a paper as the poster! If you choose to, have copies of a paper at a table for viewers to take.
- ❑ Materials and Methods: Clarify why your visual solution was used; how is the process that you chose related to your project's purpose? Why is it unique? Storyboards are good to include, or even flowcharts for websites may add clarity to your methods. Again, make sure the text in these is legible for the viewer.
- ❑ Use illustrations, graphs, charts and/or tables (color if possible) to show results or to support methods. Make sure any text in the images is also legible to the viewer. Include figure labels to help explain what you are showing and reference them in the text. Make sure your labeling style is consistent throughout your poster.
- ❑ Use third person: ie. "The author found..." NOT, "I found..."

- ❑ Use AMA Style referencing: Make sure your referencing style is consistent throughout your poster.
- ❑ Use the "Judging Criteria" to review your poster before submitting.
- ❑ Don't forget to spell-check!

For the Poster Session

- ❑ Have a notepad handy when presenting at a poster session. It may be helpful in elaborating on your findings, or for taking names & addresses of people interested in your research.
- ❑ DO NOT be absent from a scheduled poster time -- The whole idea of a poster session is to create additional opportunities for you to interact with other interested scholars and AMI members!

Judging Criteria

Posters will be judged using the following criteria:

Organization:

Content is organized in a logical order
Text and visual components complement and reinforce one another
Supports the central ideas of the poster
Key facts of the exhibit are clear and readily understood

Content:

The content is visually oriented in a manner to facilitate rapid understanding
Clearly states the purpose and objectives
Referenced figure and illustration numbers appropriately
Contains no obvious factual, grammatical and spelling errors.

Figures and Illustrations:

Placed in logical order to allow easy reference.
All text should be and easily read from at least 3 feet away.
Clearly label key features in a logical manner so the viewer can understand the figure at a glance.
Include interpretative legends when appropriate

Submission Requirements

All entrants must be 2015-16 applicants to the VT Scholarship Program. Participants do not have to have received a VT Scholarship or Grant to take part. Participation is voluntary for all applicants, and would be in addition to those who have been asked to present at The Vesalian Scholars Session. All Participants must be willing to attend the Vesalius Trust Poster Session and be present to discuss his/her research during the scheduled break on Thursday, July 21 from 3:00pm-3:30pm. Due to finite space, we must limit presenters to a 3' x 4' poster.

By submitting a poster to the Vesalius Trust Poster Session, participants certify that the poster is their original work; or original work conducted by the participant and other authors, and any co-authors are appropriately credited for their contribution and have been informed of the submission.

Poster criteria: Only one poster will be allowed per VT poster presenter. Multiple posters received from the same student will all be automatically rejected. Once a poster is submitted to Johns Hopkins (Jennifer Fairman), it cannot be modified (i.e., an updated version will not be accepted later, even if before the

submission deadline). Please thoroughly proofread your abstract before submitting it.

Format: Will be a large format print - No larger than 36" x 48" - and 4:3 in ratio -

Please use the Adobe Illustrator .ait template provided at

http://ami.org/meetings/2017/wp-content/uploads/2017/05/VTPosterTemplate.ait_.zip

Submitting your Poster file to Austin

The Vesalius Trust will print from pdf files. Use your .ait template and save it as a PDF file. Be sure to convert all of your fonts to "outlines" before submitting your PDF to avoid any font issues. Visual Media will print these posters, and the VT will cover the cost.

Use the Adobe Illustrator template, save your poster with the following name convention:
Lastname_VTposter.pdf

Outline your fonts in Adobe Illustrator

Send your pdf poster file via email to:

Joy Marlowe

Jmarlowe@lifebridgehealth.org (or use Dropbox or Yousendit.com for large pdf files)

Posters must be sent as .pdf files by 5:00 p.m. EST on Saturday July 1, 2017. Late submissions not conforming to the specified criteria above will automatically be rejected.

Be sure to include your contact information, including a cell phone number and e-mail address, should there be technical issues with your file that we would need to get in touch with you about.

If you have questions regarding print management of your poster file, or about the Poster Session, please contact :

Joy Marlowe

VT Poster Session Coordinator

Jmarlowe@lifebridgehealth.org