
DGIM POSTER PRESENTATION TIPS

- **DIMENSIONS:** Design your poster as a single slide in Microsoft PowerPoint. Please use the Poster template for DGIM. If you would like to change the dimensions of the slide to a different size, select “Slide Size” from the “Design” Menu. Then change the width and height in accordance with your preferences. (NOTE: 48 (w) X 36 (h) is a standard poster size. Some conferences have special size requirements, so be sure to check these on your conference website before starting).
- **FONT SIZE AND TYPE:** For the body of your text, use size 36 or above only. If you have too much text, avoid the temptation to make the font size smaller and cut content instead. Also, avoid creative or flashy fonts. Times or Times New Roman represent a strong and standard choice, but if you want a different look, consider Baskerville, Century Schoolbook, or Palatino. You can also use Helvetica, Calibri or Arial.
- **TITLE:** Needs to be clear, concise, and direct. Two lines or less. Your title should be big enough to read from 25-50 feet away. A font size of 72- 80 often works well for titles. We recommend sans-serif fonts such as Arial, Century Gothic and Helvetica for titles.
- **AUTHORS:** Include the full names (first and last), degrees and institutional affiliations of all authors under your title. Institutional affiliations should be designated using superscript notations after the degree (e.g., Author 1, MD¹) and listed under the list of authors. The font size for authors and affiliations should be smaller than your title. Do not forget to ask all your co-authors to review and sign-off on your poster before printing it.
- **POSTER ORGANIZATION:** All of the sections below should be clearly displayed on your poster. Lay these out in a logical order so reading proceeds in a linear fashion. The best way to set up this pattern is in a columnar format so the reader proceeds vertically first, from top to bottom, and then left to right. This has the advantage that several people can be reading your poster at once.
 - **FOR SCIENTIFIC ABSTRACTS: INTRODUCTION, OBJECTIVE(S) METHODS, RESULTS, DISCUSSION, and CONCLUSIONS:**
 - Introduction: Include scientific background, explanation of rationale, and objective(s) or hypotheses. (200 or less words)
 - Methods: This section should specifically address the following areas: research design, research setting, number of patients enrolled in the study, and how they were selected. The Methods section should also include a description of the intervention (if appropriate), a description of the outcome variables and how they were measured, and the method of statistical analysis. Use figures and tables to illustrate experimental design. Use flowcharts to summarize timing of events. Include photograph or labeled drawing. Outline statistical plan. (Approximately 200 words)
 - Results: This section includes the quantitative data. It usually begins with a description of the subjects in the study and a description of those who were not included because they failed to meet the inclusion criteria or dropped out. Include the numbers of participants who received intended treatment/intervention, and were analyzed for the primary outcome. Include dates defining the periods of recruitment and follow-up. Include the frequencies of the most important outcome variables. Provide qualitative/descriptive results, present analyses that specifically address the hypothesis, refer to charts or images. Consider

comparisons of the outcome variables between various subgroups within the study (treated vs. untreated, young vs. old, male vs. female, and so forth). Numerical results should include standard deviations or 95% confidence limits and the level of statistical significance should be indicated.

(Approximately 200 words)

Discussion: Remind the viewer of the hypothesis. Point out relevance of findings to other published work. Include generalizability (external validity, applicability) of the findings. Discuss limitations of the work. State your interpretation consistent with results, balancing benefits and harms, and considering other relevant evidence. (Approximately 300 words)

Conclusion: Approximately two sentences. Concise summary. Reminds viewer of relevance. You may consider including a “Future Directions” or “Implications” section below your “Conclusions” to pose key questions or list next steps for your research. Make sure that the conclusions are supported by the data presented in the Results and do not present unsubstantiated personal opinion.

o **FOR CLINICAL VIGNETTE POSTERS: LEARNING OBJECTIVE(S), CASE INFORMATION, DISCUSSION, REFERENCES.**

LEARNING OBJECTIVE(S): Up to two focused learning objectives, stating what the physician should be able to do with case information. Objectives are action-oriented and should begin with words such as recognize, diagnose, assess, treat, distinguish or manage. They should NOT begin with terms like know how to or understand.

Examples:

- Diagnose hip fracture when the plain x-rays are normal
- Recognize the clinical features of anorexia and bulimia in a male
- Assess health literacy in at risk populations

CASE:

Briefly summarize the case presentation. Include HPI, pertinent positives, negatives, key PMH/SHx/FHx/Meds, key physical exam, diagnostic studies, interventions. Highlight key elements from clinical course.

DISCUSSION:

A concise discussion, highlighting important facts or teaching points gleaned from the case and/or review of the literature. Authors should use the learning objectives and discussion to illustrate the unique teaching points, as if submitting the vignette for peer reviewed publication.

o **FOR INNOVATIONS POSTERS: INTRODUCTION, STATEMENT OF PROBLEM, OBJECTIVE(S) OF THE PROJECT AND REPORT, STUDY OF THE INTERVENTION, RESULTS TO DATE, DISCUSSION**

Introduction section will answer, *why did you start?* It should cover the problem description, available knowledge, rationale of why intervention is expected to work. (200 or less words)

Objective(s): Purpose of the project and of this report

Methods section will answer, *what did you do?* I should provide the contextual elements considered important at the outset of introducing the intervention(s), the intervention description, the study of the intervention, measures chosen for studying the processes and outcomes of the intervention. (Approximately 200 words)

Results section will answer, *what did you find?* Initial steps of the intervention(s) and their evolution over time (e.g., time-line diagram, flow chart, or table), including modifications made to the intervention during the project. (Approximately 200 words)

Discussion section will answer, *what does it mean?* Provide key findings, interpretation of results, limitations and conclusions. (Approximately 300 words)

- **TABLES, FIGURES, IMAGES:** Use figures and tables to illustrate experimental design. Use flowcharts to summarize timing of events. Include photograph or labeled drawing. Make sure tables and figures are easy to read from a distance, use appropriate colors (no more than 4 colors), and ensure legends are located adjacent to the images. Save images to be inserted into your poster as .TIFF files (.tif). Usually, JPG and GIF files do not convert well to larger formats like posters. Scan resolution on all images should be at least 200 dpi at the actual size the image will appear on the poster.
- **TABLES, GRAPHS, CHARTS**
Use tables to show relationships between categories of ideas. Make sure columns are not too narrow, too numerous (avoid more than 3-4), or too long. Use number tables only when simpler visuals like graphs or charts will not get your point across. Use graphs to clarify and emphasize the key relationships between facts and figures. Use graphs to communicate ideas – not to just “dress up” your poster. Make sure graphs are precise, clearly labeled and placed where they will be most meaningful/useful for your viewers. Each kind of chart presents data in a particular way and for a particular purpose: pie charts compare relative parts that make up a whole; line charts are ideal for depicting trends over time, or the distribution of one variable over another; area charts emphasize quantity over volume; and bar or column charts compare the progress of one variable over time.
- **ACKNOWLEDGEMENTS:** Always give credit where credit is due. Write up a short acknowledgments section including your sources of financial support (if applicable) and everyone who helped contribute to your work. You do not need to include the names of your co-authors in this section since they are already recognized as major contributors.
- **REFERENCES:** Are optional. If you consider including a brief list (3-5) of key references in your poster (AIM) to provide context to your work. You can include a comprehensive list of references on your poster handout (see PRINTING section below).
- **COLORS:** Keep your colors simple. No more than four colors. Colors may attract attention but they can have the disadvantage of detracting from your message. White backgrounds with color blocked section headings often work best for guiding your reader. In tables, figures or graphs use color with deliberation. Avoid bright, neon or excessive variations (e.g., rainbow).
DGIM is using the U of U colors:
 - o Red: Red 165, Green 0, Blue 33
 - o Gray: Red 128, Green 128, Blue 128
 - o Black
 - o White
- **ROUGH DRAFT:** First draft at least one month prior to conference. Multiple considerations, font, word count, prose style, grammar, fluidity, figure clarity, spelling. Print rough draft on letter sized paper to assess layout challenges. You are welcome to send your final rough draft for editing to Maribel, DGIM Research Manager at Maribel.Cedillo@hsc.utah.edu
- **PRINTING:** Before printing, double and triple check your file for errors such as spelling mistakes or overlapping images. Make sure that all your co-authors have seen and signed off on your poster (Your co-authors will appreciate if you provide sufficient time for this review process, so please send poster drafts early!).

To print your poster, convert your poster to a .PDF by going to “Save As” under the “File” Menu, and changing the format to a PDF. To have your poster printed at the University of Utah, please email Philip at Philip.P.Lorenzo@utah.edu & uprint@utah.edu. Remember to send your file as a PDF. In the email, specify your size requirements, day of conference, paper type and paper finish. Please choose Heavy Stock for paper type and Matte finish. Print shop need at least 24 hours to print posters, however don't wait to the last minutes.

Cost: Please use your CME funds. Please email Maribel in case you need support for printing.

Handouts: We recommend that you print 5 hard copies of your poster on a standard 8.5 by 11 page to have available for conference attendees. Include your contact information on this page, along with a more comprehensive list of your references.

- **MOUNTING:** Backing boards (4x8) are often provided at conferences, but you should bring your own tacks or tape just to be prepared.
- **Always check the poster formatting requirements of your conference before you begin!**
Requirements may vary, so check websites before you use the template provided.
- Any further question, please contact Maribel at Maribel.Cedillo@hsc.utah.edu