

9TH INTERNATIONAL CONFERENCE  
ON PATIENT- AND FAMILY-CENTERED CARE:  
**Partnerships for Quality, Safety, and Equity**

GOING VIRTUAL!  
BRINGING NASHVILLE TO YOU  
AUGUST 18 TO  
SEPTEMBER 10, 2020

INSTITUTE FOR PATIENT- AND  
FAMILY-CENTERED CARE™  
WITH LEADERSHIP SUPPORT FROM  
VANDERBILT UNIVERSITY  
MEDICAL CENTER  
WITH PARTNERSHIP SUPPORT FROM  
Beaumont



## Poster Guidance for Presenters

### Information/Material Requirements

- E-Poster (in PDF format)
- 3-minute audio file (in MP3 format; optional but recommended)
  - See pages 3-5 of this document for recording instructions
- Supplemental materials related to your E-poster that you want to provide to Conference participants (e.g., brochures, information sheets)

### Submission Guidelines

- **All poster files should be submitted to Sherry Hajec at [shajec@ipfcc.org](mailto:shajec@ipfcc.org) with the subject line "IPFCC Poster Presentation" no later than July 15<sup>th</sup>.**
- Naming convention – Please save all files with the first 5-6 words in your poster title.
  - For example, if the title is: *"Empowering Families Through PFCC-Based Design in a Children's Hospital: It Works!"* the files should be named: ***Empowering Families Through PFCC-Based Design\_Poster***

### Poster Recommendations

Poster presentations should clearly illustrate the core concepts of patient- and family-centered care and emphasize partnerships among patients, families, health care professionals, and researchers. Below are some tips for developing an effective poster if you have not already created it.

- Please use the same title that was submitted in your abstract.
- Include all poster contributors/authors.
- State the objective(s) of your project, program, or service.
- Describe your project, program, or service succinctly.
- Include innovations, unique components, as well as outcome data.
- Include enough detail for viewers to understand how they can replicate your efforts.
- For research posters, please include an overview of the study, key research questions, methodology, results, conclusions, and implications for practice and future research.

### Technical Requirements

- The E-Poster must be no longer than 3 pages. Additional pages will not be accepted.
- All Posters should be in LANDSCAPE (horizontal) format. There are no required dimensions or size limit due to the virtual nature of the Poster Gallery. However, please note the larger the file, the longer it will take to download and load for viewing. Conference participants will be able to download your poster and zoom in/out for optimal viewing.
- Each file must be submitted as a PDF.

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### **Design Recommendations**

- Create an easy-to-follow logical layout.
- Prominently identify your institution.
- Include all poster contributors/authors.
- Use photos and graphics to illustrate and emphasize, and color to highlight important points and ideas as needed.
- Use a mix of font sizes for the text—larger for titles and headings, medium for text, and italics for emphasis.
- Less is better. Bigger is better. Don't crowd your material.
- Avoid printing words in all capital letters as they are difficult to read.
- Recommended fonts: Georgia, Times New Roman, Helvetica, or Arial. Letters should be easy-to-read (e.g. avoid fancy or cursive fonts).
- Avoid background images and watermarks that may detract from the readability of your poster.

### **Guidelines for Recording Audio Presentation to Accompany Poster**

Poster Presenters have the option to add a short audio file (up to 3 minutes) that Conference attendees can listen to while viewing the poster. Creating good quality audio is all in the details. Please follow the steps below to ensure your audio is clear.

- Find a quiet place where you can control the environment.
- Mute computers, cell phones, and other items that could interfere with your recording.
- Be prepared. Have a script or an outline of what you are going to say before recording.
- Hold or place the device 6-12 inches away from and slightly to the side of your mouth.
- Maintain the same distance from the mic throughout your recording.

### **Recording Instructions**

See pages 3-5 of this document

### **Schedule for Poster Gallery**

All posters will be on display in the Poster Gallery for registered Conference participants throughout the entire Conference starting August 18<sup>th</sup> and after the Conference until December 31, 2020. Conference participants will be able to post questions to poster presenters from August 18<sup>th</sup> until September 10<sup>th</sup>. We encourage poster presenters to respond to questions and comments during the Conference period.

# Recording Audio

Web Courseworks

# What You Will Need

- Script of content you will be presenting
- A location free from excess noise
- A quality microphone
- (optional) A mirror to remind you to smile when speaking
- Confidence!

# Recording using a Computer

- [Record audio on a PC using the Voice Recorder app on Windows 10](#)
- [Record audio on a Mac using QuickTime](#)

# Recording using a mobile device

- [Record Audio on a mobile phone \(iPhone, Android, Google\)](#)