HDAA Poster Guidelines

OVERVIEW:

The size of your poster must be 36" wide by 24" tall and based on the HDAA Conference poster template. Ensure your content amount is appropriate for this poster size. Please do not remove the HDAA Conference branding and logo elements that appear in the poster border.

Since posters are left displayed and unattended in between poster sessions, you'll want to make sure your poster does not require narration for understanding the content. Your draft poster will need to be reviewed by members of the Posters & Presentations Committee who will provide feedback based on guidelines in this document. The committee feedback will be provided in plenty of time for you to review it and incorporate it in your final poster submission.

Due dates, file-format requirements, and file-naming conventions for draft and final posters can be found in the email message sent to each poster presenter (or the primary poster presenter if more than one) along with the poster template.

NOTE: All posters presented at the HDAA Conference will be posted in PDF form on the HDAA website after the conference is over so that members who were not able to attend can view the posters.

POSTER GUIDELINES:

- Required poster elements (these are all incorporated in the HDAA template)
    - HDAA logo
    - Conference logo
    - Poster Title
    - Contact information
        - Poster Presenter Name(s)
        - Institution name, Location
        - Email address

    NOTE: Do not alter or cover slide template elements like the HDAA logo, etc.

- Sample headings/subheadings for content sections (you may or may not choose to use these)
    - Introduction
        - Problem description
        - Background
    - Process
        - Analysis
        - Implementation
        - Solution
        - Results
        - Benefit(s)

- Summary
  - Conclusion
  - Lessons learned
  - Recommendations / Next steps
- Other options
  - Your organization's logo

- Guidelines for Content Detail
  - Ensure there is no PHI anywhere in the poster (HIPAA compliant!)
  - Ensure all abbreviations are spelled out at first use or in a note on the poster (unless they are so common the entire audience will recognize them)
  - Include legends/keys, labels on your charts to aid understanding; make sure these are legible
  - Remove unnecessary words; fragments are ok (instead of complete sentences)
  - Use consistent punctuation
  - PROOFREAD & SPELLCHECK!

- Don't over-design
  - Avoid using busy backgrounds
  - Assess whether images add value
  - Avoid too many colors or very faint colors
  - Avoid colors that clash with the conference template