



Poster Exposition Outline & Guidelines for Presentations

Purpose: The purpose of the Dr. Kevin Hansen Student & Health Care Professional Poster Memorial Exposition is to inspire long term care university students to become actively involved in solving real world problems in long term care.

Eligibility/Who Should Participate: Undergraduate and graduate students, academics, and health care professionals. All members are invited to submit posters.

Eligibility for poster acceptance includes:

- Undergraduate student: National student membership in ACHCA
- Graduate student: Full or National student membership in ACHCA (those who qualify for voting membership must be voting members)
- Academic, Emerging Professional, and Professional ACHCA members
- Attestation for registration/attendance at the 2026 Convention and Expo

Poster Content: Each poster should reflect the findings of an in-depth study of a new and innovative idea/problem in Long Term Care. Presenters may summarize a literature review or the findings of research study. Topics might include:

- Leadership Best Practices
- Strategic Planning
- Customer Focus
- Measurement, Analysis, and Knowledge Management
- Workforce Focus
- Quality Improvement or Process Management
- Quality of Care/Quality of Life

The contents of the poster should be organized on a **42”X 46”(horizontal)** poster board.

- Problem –In a sentence to brief paragraph describe the problem and how it impacts the quality of care/quality of life for older adults.
- Hypothesis-Statement describing the anticipated results (This section is not required for a literature review.)
- Methodology-Description of how the study was conducted. If this is a literature review, describe the approach to delineating the subject matter.
- Results- Concisely state your findings.
- Discussion-Interpret what your results mean or how they could be used.
- Summary/Conclusions –A brief synopsis of the study.
- References-List references at bottom or in a separate document.

To Enter: Complete the application and submit it to sfroehlich@achca.org before **January 22, 2026**. Individuals will be notified by **February 7, 2026**, whether their poster has been selected for inclusion in the Exposition. If revisions are needed a revised poster, is due **March 6, 2026**. If abstract is approved, a digital file of your final poster (format-PPTX or PPT) must be submitted to ACHCA by **March 20, 2026**. All individuals applying to present a poster session **must** be willing and able to attend the 2026 Convention and Expo in Orlando, FL, April 20-23, 2026.

Review of Posters: Poster applications will be reviewed by the ACHCA Poster Exposition Committee. This committee is composed of long-term care academic faculty, health care leaders, and the ACHCA education liaison. Applications will be reviewed by the following criteria:

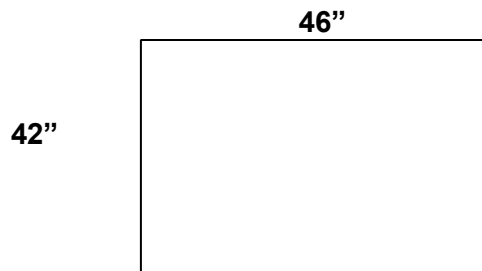
Abstract Review: Is this abstract new and innovative?

- **Purpose** - To what degree is the purpose and problem stated; Is the link to the project title clear? What is the problem's relevance to long term care or care of older adults? How does this problem address the older adult population?
- **Rationale** - To what degree are the rationale and project hypotheses clearly identified?
- **Methodology** - To what degree are the methods and steps taken for the study clearly identified?
- **Results** - The extent the outcomes and results are supported by data and/or progress.
- **Conclusion** - Relevance of the results to the study's intended purpose, based on data obtained from analyses.

Guidelines for Poster Presentations

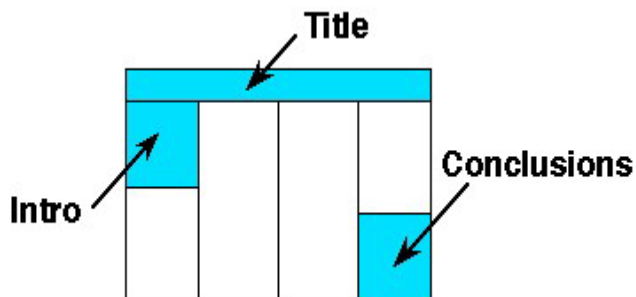
A poster presentation provides you with an opportunity to share your accomplishments and share your research findings with the audience. The major benefit of a poster presentation is that the audience determines the speed at which the material is viewed. Your poster will be on display throughout the Convention, however, a specific poster session time will be designated, and you will be expected to be present at your poster to discuss your project with viewers. If more than one presenter plans to participate, you should select a lead presenter for the group and/or designate specific roles ahead of time.

Planning and Organization - Focus on: the problem, hypothesis (optional), methodology, results, discussion, summary, and references. The poster should flow from left to right and top to bottom. Suggested layout is as follows:



Sketch it out! Make a sketch of the poster,

Place the elements of the poster in position:



- The title will appear at the top of posters.
- A brief introduction (3 - 5 sentences) will appear at the upper left.
- The conclusions will appear at the lower right.
- Methods and Results will fill the remaining space.

Make it obvious to the viewer how to progressively view the poster - The poster generally should read from left to right, and top to bottom. Numbering the individual panels or connecting them with arrows is a standard "guidance system". Leave some open space in the design. An open layout is less tiring to the eye and mind.

Keep it Simple - Don't crowd too much information into the presentation; concentrate on two or three main points. Six critical elements for poster readability:

- Sentence length – keep it short
- Word length – use to-the-point words
- Sentence structure – simple sentence structure
- Degree of abstraction – moderate to low degree of abstraction
- Commonness of words – use common words, not jargon
- Consistency – ensure sections align with one another

Lettering - Word-process all text (including captions). Print on plain white paper with a laser printer or inkjet printer. Text should be readable from five feet away. Use a minimum font size of 18 points. Lettering for the title should be large (at least 70-point font), and ensure authors appear below the title.

Visuals -

- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident). If data must be presented in table-form, KEEP IT SIMPLE.
- Visuals should be simple and bold. Leave out or remove any unnecessary details.
- Make sure that any visual can "stand alone" (i. e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, etc.).
- Use color to enhance comprehension, not to decorate the poster. Neatly coloring black-line illustrations with color pencils is entirely acceptable.
- Make sure that the text and the visuals are integrated. Figures should be numbered consecutively according to the order in which they are first mentioned in the text.
- Each visual should have a *brief* title (i.e., Figure 1, Table 2).

Text -

- Keep the text brief. Blocks of text should not exceed three paragraphs (viewers won't bother to read more than that). Use text to (a) introduce the study (what hypothesis was tested or what problem was investigated? why was the study worth doing?), (b) explain visuals and direct viewers' attention to significant data trends and relationships portrayed in the visuals, and (c) state and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.
- Depending upon the stage or nature of your project, the text could also include sections on future research plans or questions for discussion with viewers.
- Cite and reference any sources of information other than your own, just as you would do with a research paper. The "References Cited" is placed at the bottom of the poster or in a separate document.

Presentation - Conference participants will want to hear a brief (1-3 minutes) summary of your research and your poster.

- Dress professionally.
- Rehearse your presentation before the poster session.
- Do not read your poster verbatim.
- Be prepared to answer questions about your project.

- Do not worry about having an answer for every question. Unexpected questions can point you to new directions for your research and uncertainties can elicit feedback, insights, and helpful suggestions from others.

When visitors arrive at your poster, make eye contact and welcome them. Ask if they would like to take a moment to look over your poster, or if they would like you to walk them through it. If they prefer to look over your poster, wait until they have a chance to read it and then ask if they have any questions or comments. If they would like you to walk them through it, ask what aspect is of most interest to them so you can focus on that. Make sure you have 2 to 3 take away points that you would like your visitor to leave with.

If new visitors arrive while you are in conversation, acknowledge their presence and invite them to join in the discussion or to take a moment to look over your poster and then let you know if they have any questions.

Set-up and Packing - Posters will be located near or inside the Exhibit Hall and will be displayed side-by-side on easels. Thumbtacks (these will be provided for you) will be used to affix your materials to the bulletin boards. Be sure that the materials you use are thin enough for the tacks to pierce. Bulletin boards will be ready for set-up at a time that will be communicated to you.

Transportation - Plan how you will travel with your poster. Try to keep your poster with you during your travels. Transporting a poster can be a problem if it contains large sheets of paper. Rolling the paper into a cylinder is the most common system and can be carried on board, if traveling by air. Remember to place your contact information on the outside of the tube.

If the work presented in the poster has been described in more detail in a paper, consider making the paper available as a handout at the poster session.

If mailing a poster, it will be the individual's responsibility to handle all shipping arrangements and any arrangements with the host hotel.

Other Useful Suggestions -

- **SIMPLICITY IS THE KEY.** Keep to the point, and don't try to cover too many things. Present only enough data to support your conclusions. On the other hand, make sure that you present sufficient data to support your conclusions.
- Design the poster to answer one central question. State the question clearly in the poster, then use your discussion time with individuals to expand or expound upon issues surrounding that central theme.
- Provide an explicit take home message.
- When you begin to make your poster, first create a list of the visuals that you would use if you were describing your project with only the visuals. Write the text after you have created the list of visuals.
- Before the poster session, rehearse a brief summary of your project. Many viewers will be in a hurry and will want a quick "guided tour" of your poster. Don't be afraid to point out uncertainties in your work; this is where you may get useful feedback.
- Do not wander too far away from your poster during the session; be available for discussion!