2018 Convocation and Exposition
April 21-24, 2018
Orlando, Florida
Student Poster Exposition Outline &
Guidelines for Presentations

Purpose: The purpose of the ACHCA Student Poster 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: All ACHCA student members attending the 2018 Convocation and Exposition, in Orlando, Florida on April 21-24, 2018 are invited to submit posters. Eligibility for poster acceptance includes:
- Undergraduate student: student membership in ACHCA
- Graduate student: Full or student membership in ACHCA (those who qualify for voting membership must be voting members)
- Attestation for registration/attendance at the 2017 Convocation and Exposition, in Orlando, Florida on April 21-24, 2018.

Poster Content: Each student poster should reflect the findings of an in-depth study of a new and innovative idea/problem in Long Term Care. Students may summarize a literature review or the findings of research study. Topics might include:
- Leadership
- Strategic Planning
- Customer Focus
- Measurement, Analysis, and Knowledge Management
- Workforce Focus
- Process Management

The contents of the poster should be organized on a **42"X 48"(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 elollis@achca.org before January 26, 2018. Students will be notified by February 9, 2018 whether their poster has been selected for inclusion in the Exposition. If abstract is approved, a digital file of your poster must be submitted to ACHCA by March 30, 2018.   All students submitting an application to present a poster session must be willing and able to attend the 2018 Convocation and Exposition in Orlando, Florida, April 21-24, 2018.

Review of Posters: Student poster applications will be reviewed by the ACHCA Student Poster Exposition Work Group. This Work group is composed of long term care academic faculty 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 conference 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 that 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:

48"

42"
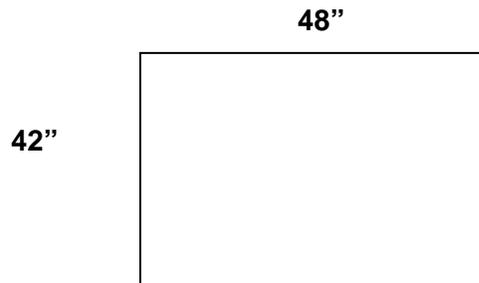
Sketch it out! Make a sketch of the poster,

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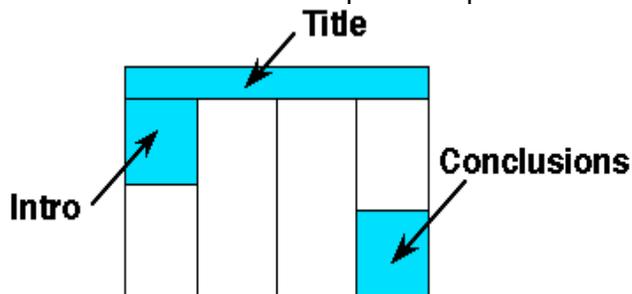
- The title will appear at the top of posters.
- A brief introduction (3 - 5 sentences) will appear at the upper left.
- The conclusions will appear at the lower right.
- Methods and Results will fill the remaining space.

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 then 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 student's responsibility to handle all shipping arrangements.

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!

Application to Participate in the Student Poster Exposition
ACHCA 2018 Convocation and Exposition
April 21-24, 2018
Orlando, FL

Student/Presenter Name: _____

Email Address (required): _____ Phone Number: _____

Street Address: _____

City:_____State:_____Zip:_____

Name of University (No Abbreviations): _____

Title of Poster: _____

Poster presentation review grid.   (300 word limit)
In the opening problem statement, highlight the significance of your project. Then, explain the importance of this research study or literature review for the care of or quality of life for older adults. Next, briefly describe the approach you have taken (e.g., experimental methods, artistic vision and medium, etc.) for your work. Finally, supply some preliminary results, expected results, or an overview of what an attendee will see on your poster or experience at your presentation. Try to avoid jargon as much as possible and do not include any special symbols, equations, or figures in the abstract. Lastly, be sure to include all authors' full names, universities, and your contact information.

Attributes	Comments
Problem	
Rationale and/or hypotheses	
Methodology	
Results	
Conclusions	
Author(s) and Affiliations	

Category:

☐ 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 American College of Health Care Administrators is seeking funds to subsidize the student registration fee for students presenting a poster exhibition. Please indicate below if you wish to receive financial assistance if it should become available.

☐ I wish to apply for the 2018 Convocation student registration subsidy. Please describe the financial need for this registration scholarship in the financial request form.

To Be Completed by Faculty

Student's Last Name:

This application to participate in the 2018 ACHCA Convocation and Exposition Student Poster Exposition must be signed by a sponsoring faculty member from the student's University.
By signing below, I (faculty member) attest that the above named student is capable of completing the project described above and displaying it at the 2018 ACHCA Convocation and Exposition on April 21-24, 2018 in Orlando, Florida. I also promise that I will make every effort to guide the student's study or direct him/her to an individual who can guide this study.

Faculty Signature_____ Date_____

Type Faculty Name: _____

Email Address (required): _____Phone Number:_____

To submit a poster presentation, please complete the attached form and return to Elizabeth Lollis at elollis@achca.org by January 26, 2018. If abstract is approved, a digital file of your poster must be submitted to ACHCA by March 30, 2018. Also, forms may be faxed to (866) 874-1585.

Student Poster Exposition Work Group
STUDENT REGISTRATION FUNDING ASSISTANCE APPLICATION
2018 Convocation and Exposition

Please submit this application for financial assistance to Elizabeth Lollis, by email (elollis@achca.org) or by fax: 1-866-874-1585

Name: _____

E-mail: _____

University/College: _____

Faculty Advisor for project: _____

Is your Organization/University financially supporting your attendance to the 2018 Convocation and Exposition in any way?

☐ Yes   ☐ No

Do you have other sources of support to attend Convocation? (Employer, Family, Other Grants)

☐ Yes   ☐ No

Please describe a detailed reason why you are applying for this funding assistance:
(Reasoning must be provided for funding application to be reviewed) _____

_____

Please sign this document attesting that information submitted in this application is correct to the best of your knowledge.

Signature _____ Date _____

Limited support funds are available. Approved applicants will received their Convocation registration fee covered based on need and number of applicants. Funds will be distributed to support attendance at the 2018 Convocation and Exposition.

Hotel and travel arrangements are the responsibility of each presenter.

SUBMIT COMPLETED APPLICATION TO ELISSA EHRENSTEIN BY January 26, 2018 to:

STUDENT POSTER EXPOSITION WORK GROUP
ATTN: Elizabeth Lollis
EMAIL: elollis@achca.org
FAX: (866) 874-1585

Please submit all mailings electronically or via fax