



## ***Illinois Association of School Nurses Foundation***

4202 Woodland Ave., Western Springs, IL 60558  
IASchoolNurses@gmail.com

### **IASN Annual Conference Call for Poster Presentation Submissions**

**School nurses are doing terrific innovative projects and programs on behalf of the better health of students & school communities all across Illinois! Please share your good work with our Illinois Association of School Nurses Community with a Poster Presentation at the Annual Conference in Oak Brook, October 23 & 24, 2015.**

A poster presentation entails creation of a poster display (hard copy or electronic) and informal discussion of content with viewers of the poster for approximately 45-minute sessions. This is not a formal speaking presentation, but an explanation of your project to your audience.

**The IASN Inquiry and Innovation Committee** (formerly Research Committee) is currently accepting poster presentation submissions for the Fall IASN Annual Conference.

**Poster submission deadline is August 1, 2015.**

Poster presentation acceptance notification will be by September 1, 2015.

IASN accepts electronic format posters. Traditional poster board presentations will also be accepted.

A limited number of posters will be accepted according to display capacity of the Conference Center.

Please see Poster Judging Criteria on this website. Posters will be judged for acceptance and awards based on the following criteria:

- Relevance and timeliness, innovation and evidence based
- Organization and clarity of goals and objectives
- Application of content to improving clinical and theoretical expertise

Content that is commercial in nature is not appropriate and will not be approved.

Continuing nursing education contact hours may be available for poster presentations.

Please see the following application information and templates below.

See you at the conference!

The IASN Inquiry and Innovation Committee



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### **Poster Guidelines**

#### **General guidelines –**

- Use PowerPoint to create poster panels.
- Choose a simple font such as Times, Helvetica, or Prestige Elite and stick with it. Avoid overuse of outlining and shadowing, it can be distracting. To make something stand out, use a larger font size, bold, or underline instead.
- Bring business cards and/or handouts. It is also a good idea to bring a sign up sheet or envelope for people to request more in-depth information.
- Font sizes: See recommendations for each type of presentation.
- Keep each panel relatively short and to the point. More than 25 lines won't get read, but 15-18 usual usually will.
- Framing the text by putting a box around it will also help readers to focus
- Whenever possible, use graphs, charts tables, figures, pictures, or lists instead of text to get your point across.
- Make sure your presentation flows in a sequence. It should have an introduction, body and conclusion, just like any other presentation.
- Make sure you have water for the actual poster session
- Dress professionally as if you were making an oral presentation.

#### **Hard copy Presentations –**

- Tri-fold boards found at office supply stores are best.
- Font sizes:
  - The title should be in very large font, 54 pt or larger
  - Name, credentials and school (university if project was performed for credit, place of work if performed for district, or other organization as applicable) should also be noted in large type, consider 72 pt.
  - Headings and sub-heading should be at least 36 pt. You need not use all capitals for titles and headings; it can sometimes make them harder to read.
  - Text on panels should be between 18 and 24 pt to be legible.
  - Use double or 1.5 spacing between lines of text.
- Frame using cardstock bought cheap at office supply store. You can have the PowerPoint printed out in color at Fed Ex on card stock or print yourself on a good color printer.
- Use scrapbook type adhesive spray, roll on adhesive, or Velcro to fasten the panels to tri-fold board.
- Consider arranging the panels on the tri-fold before travelling and affixing to tri-fold on poster day to prevent changes during transport.
- Arrange it ahead of time to make sure it fits the space provided. It will take longer than you think to cut mats and put things together.



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### **Electronic Presentations**

- You may utilize the attached poster presentation template, create your own, or submit a poster you have completed for an academic program.
- Font Sizes: The attached template has suggested font sizes for each section.

### **IASN Poster Presentation Directions:**

Your submission application will include:

- Cover letter- see below
- Combination Bio and Conflict of Information form - attached.
- Educational planning tool – attached.

With the submission, include a cover letter with:

- Name and credentials
- Address
- Email address
- School district and/or organization
- Title of Presentation
- Names and credentials of co-presenters
- Sponsor – any outside source that provided funding for your presentation project or research (if applicable).

Submissions may be submitted from May 1 through August 1. Poster presenters selected for annual conference will receive free registration the day of the presentation.

Send poster presentation applications in an attachment to:

- Robin Shannon, IASN Inquiry and Innovation Chair
- Email – Robin Shannon, [rshann2@uic.edu](mailto:rshann2@uic.edu)
- Also contact Robin for any questions or support.