Research Day 2016
Presentation Materials Guidelines

IMPORTANT DATES FOR PRESENTERS

September 16   **Registration and Abstract submission deadline**
                      (Register online at http://events.uhnresearch.ca)
October 20   **Posters and Minute Madness Slides submission deadline**
                      (Email poster/slides to TRI-ResearchDay@uhn.ca)
November 17   **Toronto Rehab's 12th Annual Research Day**
                      Chestnut Conference Centre, 8:45 am – 3:30 pm

NEW THIS YEAR

This year, abstracts are being grouped by the following THEMES (not Teams) and you will select a 1st and 2nd choice of theme for your abstract:

1. Prevent Injury
2. Restore Function
3. Enable Independence
4. Optimize the Rehabilitation System

Details and requirements for submitting abstracts are available under the Presenters Registration tab on the registration website (http://events.uhnresearch.ca**).** The Adjudication Committee will review abstracts for acceptance and theme assignment.

Once you have received notification that your abstract has been accepted, you can use the following guidelines to create your presentation materials.

PRESENTATION FORMATS

During the online registration process you will have chosen one of the two options for presenting at Research Day 2016:

1. **POSTER + MINUTE MADNESS ORAL PRESENTATION**

or

2. **INTERACTIVE DISPLAY + MINUTE MADNESS ORAL PRESENTATION**

POSTERS

Posters should include a statement of the problem, objectives of the research or project, the methodology used to solve the problem or implement the program, the major findings or outcomes, conclusions, and implications. Think of your poster as an illustrated abstract with small supporting blocks of text. The most effective posters use text sparingly.

- Posters should be sized to fit a maximum of 36" (high) x 56" (wide)
- Posters files (.ppt) must be emailed to TRI-ResearchDay@uhn.ca by October 20. Posters that do not meet the accessibility guidelines will be returned for revision. (see Accessibility Checklist below)
- We will print your Research Day poster free of charge if you selected this option when you registered.
- Toronto Rehab posters must include the TRI-UHN logo (additional logos welcome) as well as funding acknowledgements where appropriate.

INTERACTIVE DISPLAYS

An interactive display is an alternative to the traditional poster format. The format is flexible, but could include a short video clip, model device, or demonstration of a technology. Interactive displays should convey the same basic information as a poster through a combination of visual display and interaction with attendees. Presenters will be provided with a table and access to a power source.

- A limited number of interactive displays can be accommodated. **Please discuss your display idea with your Supervisor.**
- **Contact Research Day organizers (**TRI-ResearchDay@uhn.ca**) with a description of your display and electrical requirements by the October 20 submission deadline.**
- Interactive display and poster viewing sessions occur during the afternoon session. Any print materials that accompany your display must adhere to the accessibility guidelines (see below). Interactive displays should not include a traditional poster.

MINUTE MADNESS ORAL PRESENTATIONS

All posters and interactive displays must be accompanied by a Minute Madness oral presentation. Each presentation will last no longer than one minute.

IMPORTANT: Minute Madness presentations should be prepared for an intelligent lay audience. Do NOT get bogged down in jargon or statistics! Presentations must include:

- **Study objectives**
- **Your results so far – or what you hope to achieve**
- **Why your research matters – the "so what" factor**
- **Lay language delivery**

Humour and creativity are welcome! Do NOT use your minute to invite attendees to your poster; the conference booklet will include your poster number and abstract to help attendees locate your poster.

A maximum of two slides can be used during your oral presentation:

- Slide 1 – Title of Poster and name of Presenter
- Slide 2 – Content of your choice

Note that presenters will NOT have access to a clicker during their presentation. If you choose to animate your content slide, you MUST set automatic timers. Organizers will show the title slide as you walk onto the stage. Your second slide will show once you take the microphone.

Minute Madness slides must adhere to accessibility guidelines. Slides with font or design elements that do not meet the stated requirements will be returned for revision. Please use the Accessibility Checklist (see below) to review your slides.

POSTER/DISPLAY JUDGING CRITERIA

All student and postdoctoral posters or interactive displays are entered into Best Poster and Best Interactive Display competitions, for which prizes are awarded. Judging is conducted by judges selected from all 11 teams. Please remain near your poster/display during the designated time in order to answer questions from the judges. Posters will be judged based on the following:

- Presentation (e.g. visually engaging and well-organized poster/display, well-prepared, aptly elicits and answers questions)
- Content (clarity of information, succinctness, research question, methods, results or implications of research)

Presentation Materials – Accessibility Checklist

All presentation materials must adhere to these accessibility guidelines in order to be accepted. Prior to submission, please check your poster, Minute Madness slides or interactive display materials against the following list:

Background and Text Colour Contrast
- Posters should avoid large areas of solid colour. Poster background must be predominantly white or light-coloured. Very small sections of the poster (i.e. section headings) can have a darker background with white text.
- Poster and Minute Madness slides are visually accessible by using high-contrast text/background colour combinations. Please keep in mind that font is most readable in black and white. Here are some examples of high contrast background/text colour combinations:
    - Black/White
    - Light Blue with Black Text
    - Purple/White
    - Dark Green/White
    - Red/White
    - Blue/White

Text Font and Size
- Sans serif font must be used as they are easiest to read (i.e. Arial, Verdana, Tiresias etc)
- For visual accessibility on posters, please use these standard minimum font sizes:
    - Title of Poster – minimum 40 points (title should be on a single line)
    - Subtitles – minimum 28 points
    - Names of Authors – minimum 26 points
    - References – minimum 14 points
    - Main sections of text – minimum 20 points
- Upper and lower case combinations are easier to read than all upper case.
- Numbers are easier to read than letters (e.g. 3 instead of three)

Graphics, Figures, Image, and Equations
- All graphics should be used effectively and simply, not overly text-heavy
- Posters:
    - Figures are at least 400 dpi with font size no less than 14 points
    - Images have resolution of between 300 to 600 dpi (higher than 600 will not have a significant impact on output)
- Equations
    - A minimum of 14 points in size
    - Keep to a minimum the number of equations
    - Equations should be inserted into the poster template as a Microsoft Equation Object (Insert->Object->Microsoft Equation x.0). Resize the equation once it is inserted into the file.

Remember to keep both your poster and your Minute Madness presentation simple and easy to understand.