

# Research Day 2015 Submission Guidelines Information for Presenters

## **IMPORTANT DATES**

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| <b>Wednesday, October 7</b>   | <b>Registration and submission deadline for presenters</b> (including poster, abstract and Minute Madness materials).<br>Registration details available at <a href="http://events.uhnresearch.ca/">http://events.uhnresearch.ca/</a> |
| <b>Wednesday, November 18</b> | <b>Toronto Rehab’s 11<sup>th</sup> Annual Research Day</b><br><b>8:45 am – 3:30 pm</b><br>Chestnut Conference Centre, 89 Chestnut Street, Toronto, ON  |

## **PRESENTATION FORMATS**

There are two options for presenting at Research Day 2015:

1. **POSTER + MINUTE MADNESS ORAL PRESENTATION**
- or
2. **INTERACTIVE DISPLAY\* + MINUTE MADNESS ORAL PRESENTATION**

\*A limited number of interactive displays can be accommodated. Please talk to your Team Leader and/or Research Day organizers ([TRI-ResearchDay@uhn.ca](mailto:TRI-ResearchDay@uhn.ca)) in advance of the October 7th deadline if you wish to submit an interactive display rather than a traditional poster.

## **ABSTRACTS**

Presenters are required to submit a 200 word (maximum) abstract as part of online registration. Abstracts will be published in the conference program.

## **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. **Note that team quotas are in effect this year. Please contact your team leader for more information.**

- Posters should be sized to fit a maximum of 36” (high) x 56” (wide) which will be mounted on a poster board measuring 3’ (high) by 6’ (wide). Velcro adhesives will be provided by Toronto Rehab on site.
- Posters files (.ppt) must be emailed to [TRI-ResearchDay@uhn.ca](mailto:TRI-ResearchDay@uhn.ca) by October 7 where they will undergo an accessibility review. Please review the **Accessibility Checklist** available on the Research Day Registration webpage: <http://events.uhnresearch.ca/>. Posters that do not meet the stated requirements will be returned for revision.
- We will print your Research Day poster free of charge, if needed.
- 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 Team Leader and/or Research Day organizers ([TRI-ResearchDay@uhn.ca](mailto:TRI-ResearchDay@uhn.ca)) as early as possible and in advance of the October 7 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. Please see the link to the guidelines under the Registration tab on the website: <http://events.uhnresearch.ca/>. 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 to review your slides.

## **POSTER/DISPLAY JUDGING CRITERIA**

All student and postdoctoral posters or interactive displays are automatically entered into Best Poster and Best Interactive Display competitions, for which prizes are awarded. Posters/Displays will be judged by Research Team Leaders or delegates, with representation from all teams. Please remain near your poster/display during the designated time in order to answer questions from the judges. Posters will be adjudicated 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)

## **PRESENTER'S CHECKLIST**

- Online registration / abstract submission** (registration link available here: <http://events.uhnresearch.ca/> – presenters should register by October 7)
- Minute Madness slides (.ppt)** - email to [TRI-ResearchDay@uhn.ca](mailto:TRI-ResearchDay@uhn.ca) by October 7
- Poster (.ppt format)** – email to [TRI-ResearchDay@uhn.ca](mailto:TRI-ResearchDay@uhn.ca) by October 7

**OR**

- Interactive Display** - contact your Team Leader and/or [TRI-ResearchDay@uhn.ca](mailto:TRI-ResearchDay@uhn.ca) as early as possible and in advance of the submission deadline to make arrangements.

Please review the **Accessibility Checklist** available on the Research Day web page (<http://events.uhnresearch.ca/>) prior to submitting materials.