

**5th ANNUAL STUDENT RESEARCH AND PRACTICE AWARDS DAY
Request for Posters**

SPH students who are interested in presenting their research or practice should notify Julie Kong via e-mail (jckong@uic.edu) by **February 26, 2010**, on their intent to submit a poster. Poster printing services (free of charge for printing one poster) will be available to students who do not have posters already prepared. These arrangements should also be discussed with Julie Kong in advance.

Your poster abstract MUST be submitted to Julie Kong (jckong@uic.edu) by 9:00 AM on March 19, 2010. LATE SUBMISSIONS WILL NOT BE ACCEPTED.

Please note: If you do not need a poster to be printed by SPH Poster Printing Services, your abstract still needs to be submitted by March 19, 2010 to be eligible for the competition.

Four awards in the amount of three hundred dollars will be given to:

- One masters and one doctoral student for posters that reflect **distinction in public health research**
- One masters and one doctoral student for posters that reflect **excellence in public health practice**

Students can choose to collaborate on a poster and share the award money if their poster receives an award.

1. If you need to have a poster printed, please see the “**Guidelines for Submission of Posters for Printing by SPH.**”

2. Abstract Requirements (due March 19, 2010):

The abstract should be a maximum of 500 words, **excluding** the header.

- The header should include the following information:
 - Title of project (in capital letters)
 - Two keywords
 - List of authors (presenter’s name should be **BOLDED**)
 - Academic division/department of 1st author
 - E-mail address and phone number of 1st author
 - Research mentor’s name (name of mentor should be UNDERLINED)
- The abstract should be flush left with no indentation. Include research aims, methods, results, and conclusion.
- Font size: 12 points in Times Roman
- Margin: 1 inch all around

3. Upon receipt of your abstract, Rachel Gauvin will schedule a due date for the submission of your poster on CD (between March 29 to April 2, 2010). The staggering of poster dates is necessary to provide ample time for printing of posters. *Abstracts received early will have later poster submission dates.*

4. **Poster Set-up (April 8, 2010):**

- Posters should be set up between **9:00 AM to 12:00 PM** in the SPH Activity Room on **Thursday, April 8, 2010**.
- **If you are not available to set up your poster between these hours, please contact John Slavick (jsslav1@uic.edu) to set up an appointment. He will be available to assist you between 2:00 to 4:00 PM on that day.**
- Special poster clips will be provided.
- Posters should be taken down no later than 6:00 PM on **Friday, April 9, 2010**.

5. **Judging (April 9, 2010):**

Students must be available for judging between **8:30 AM to 10:00 AM on April 9, 2010**. Students should be prepared to orally present their poster to the judges in a **2 minute** short presentation.

In addition, students should also be available to answer questions during public viewing from **12:00 PM to 2:30 PM prior to the awards ceremony on the same day**.

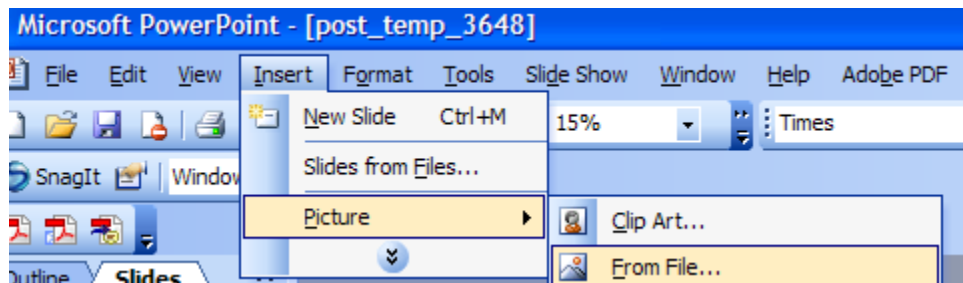
Oral presentations will be evaluated based on how well the student is able to concisely convey the information on the poster, his/her ability to answer questions from the faculty judges, In addition, each poster will be judged on its content and format.

6. No audiovisual equipment is permitted for poster presentations although you can make hand-outs if you like.
7. Awards will be presented at 2:30 PM in the Auditorium, School of Public Health. A reception will follow at 4:00 PM.

SPH POSTER SERVICE

GUIDELINES FOR SUBMISSION OF POSTERS FOR PRINTING BY SPH





1. Submit your poster information on a CD or jump drive to Rachel Gauvin between **March 29, 2010** and **April 2, 2010**. The submitter is responsible for proofing the document (i.e., spellcheck and grammatical errors) and adhering to template guidelines. The SPH logo must be inserted into the poster at the top left.
2. One 4x6 foot poster per customer will be printed **FREE** of charge. Thereafter, if the customer requires format/font modifications, the customer will be charged \$25.00 per poster. Changes to the content of the poster are not allowed.
3. Submit your files as PowerPoint (.ppt) (IBM-compatible). Do not use spaces/hyphens in your file names. Alpha-numeric characters and the underscore feature ("_") are acceptable. **Please use this file format in naming your file: lastname_firstname_shorttitle.**
4. Backgrounds should **ONLY** be white. Colored backgrounds will not be accepted.
5. Photo images should be set at 125-200 dpi in JPEG format. Do not use .TIF in PowerPoint.
6. Images that contain cartoons, illustrations, scanned text, drawings or charts should be 225 dpi in GIF format.
7. It is recommended to use the **“insert”** feature in PowerPoint for **images**. Please remember to put your images on the CD to be submitted as this is the source file for images.



8. Posters should be legible at 3 to 4 feet and the title should be legible from at least 6 feet away from the poster. Use simple fonts such as **Arial** or **Times Roman** (upper and lowercase letters) at a minimum of **14 points**. Generally, a font of **20 to 24** is recommended. **The only section exception to the font size requirement is the “Literature Cited” section if there are several citations. A smaller font size can be used in this section.**
9. Use 1-inch margins.
10. Charts and graphs should be **copied and pasted** into Powerpoint since these are not images.
11. The image of the SPH logo should be affixed at the top left-hand corner of your poster. You can download the image at www.identity.uic.edu. Go to “download logos”, select, “UIC

College logos”, select “School of Public Health”, select “College without Full University Name”, and select “RDBL.jpg.” You can save the image file onto your local drive.

12. The submitted template should follow the format below. Size your document at 24x36 inches under Page Set-up.

UIC SCHOOL OF PUBLIC HEALTH	Title (centered formatted in “sentence case”) Names of Investigators, Division, (centered) University of Illinois at Chicago, Chicago, Illinois (centered)	
Introduction This section will be short and composed mostly of a hypothesis or reason for the research. Background information for posters is usually at a minimum.	Results This will be the largest portion of the poster. Arrange your results in a logical order according to the point(s) you want to get across.	Conclusions This section is usually more a conclusion with discussion left for the publication. Recap the results and how they fit the hypothesis, emphasizing the major points. Don't try to fit all your research on one poster.
Materials and Methods Include a brief description of data sources and analytical methods used to address your research question(s).	Table 1 kdkldjkldjkldl <hr/> dfdfdfdf dkfkldkfkjl dfjdfjdk	Literature Cited This section can be a smaller font especially if there are several papers to cite.
 Figure 1. (example) jdjdjdjdjdjd dhdjdjdjdjd	 Figure 2. (example) kdkdkdkkkk dkkdkdkkkk kdkdkdkkkk	Acknowledgements If your work is funded, indicate the source here. Also, if faculty, staff or other students assisted you but are not co-authors, they should be mentioned here.
	 Figure 3. (example) kdkdkkkdk	
	 Figure 4. (example) kdkdkkkd dkdkdkkkd dkkdkkkd	

Title (Centered formatted in “sentence case”)

Student Name, Division, Agency’s Name (Centered)

University of Illinois at Chicago, Chicago, Illinois (Centered)

Introduction

This section will be short and composed mostly of a description of your project. Introduction should set the context for the work you’re presenting.

Materials and Methods

Include a brief description of data sources, analytic methods, activities and/or services performed.

Results/ Project Impact

This will be the largest portion of the poster.

Arrange your discussion in a logical order according to the points you want to get across. Answer the questions-

*what is the value or contribution of your project?

*Why is it important?



Figure 1 Ex.
jfdklajsdjf

Table 1
Fjdksjafs
Fdkslfjasklj
fjdkalfjls

Conclusion

This section should briefly recap your Results/ Program Impact section, describe the longer term implications of your project, lessons learned, future steps, etc.

Literature Cited

Where relevant include this section. The font may be of a smaller type.

Acknowledgements

This section should acknowledge your project mentor (preceptor) and other colleagues who have worked with you on the project.

If project is funded, the source should be identified here. You can also mention faculty, students or staff who assisted in the effort.

If you are a Douglas Passaro Public Health Practice Scholar it should be mentioned here, acknowledging funding from the Illinois Department of Public Health (IDPH).