Poster Presenter Guidebook

Congratulations on your acceptance to present at the **2023 IHI Forum!** We are very excited that you are part of our program and we look forward to another successful conference. This document will serve as your comprehensive guide to presenting at the Forum.

Contents of Guidebook

Forum Poster Program Outline

*All sessions are taking place in Eastern Time Zone

Sunday, December 10, 2023	
7:00 AM – 5:30 PM ET	Badge Pickup
Monday, December 11, 2023	
6:30 AM – 5:30 PM ET	Badge Pickup
6:30 AM – 8:00 AM ET	Breakfast
3:30 PM – 5:30 PM ET	Forum Hall Open & Opening Reception
Tuesday, December 12, 2023	
6:30 AM – 5:30 PM ET	Badge Pickup
6:30 AM – 8:00 AM ET	Breakfast
12:00 PM – 1:30 PM ET	Forum Hall Open & Lunch
4:30 PM – 6:30 PM ET	Forum Hall Open & Networking Reception
Wednesday, December 13, 2023	
6:30 AM – 1:30 PM ET	Badge Pickup
6:30 AM – 8:00 AM ET	Breakfast
12:00 PM – 1:30 PM ET	Forum Hall Open & Lunch

Overview of IHI Forum Poster Displays

Poster displays at the IHI Forum and Scientific Symposium chronicle specific improvement projects. They are an integral part of the conference, providing an opportunity for organizations to share their improvement strategies and celebrate their successes with other attendees. Posters should not advertise products or services.

Exhibit booths for the on-site conference are available for those who would like to generate interest and leads for their products or services. For more information on exhibit space, please contact our exhibit booth sales manager, Christine Carchia at (770) 432-8410 x157 or ccarchia@ihi.org.

Submitting your Final Poster as a pdf before November 1, 2023, deadline: here

You are required to enter in the following information:

Presenters

Only the main presenter who will be standing by their poster is needed in the form. All additional authors can be added to the physical poster

Session Title

100 characters including spaces

Poster

Please upload your finished poster as a PDF file. File size limit is 10 MB

Description

300 words. Include the below.
- Description of the Problem or Purpose
- Objectives
- Actions Taken
- Summary of Results
- Lessons Learned

Please note: we ask you submit only for yourself and not for colleagues

Questions or trouble with submitting via the portal?

Please let us know at Posters@ihi.org and will be happy to assist.

Tips for Creating a Poster on Quality Improvement in Health Care

Improvement Advisors at the Institute for Healthcare Improvement developed the following recommendations for creating posters that demonstrate quality improvement projects in health care. Your submission should include the following:

Aim Statement - Clearly defined (what measurable change was expected over what period of time)

Change Explanation - What was made to achieve improvement in the process/outcome

Graphical Representation of Improvement - The use of annotated run charts or Shewhart (control) charts is preferred to demonstrate the performance of data over time. Tables, bar and pie charts can supplement run charts but should not be used alone in describing improvement over time.

Lessons Learned - A short summary from the work and/or the message for readers

Multiple Measures – How they were used to understand and show improvement in the target process

Multi-disciplinary Team – Who was involved in achieving improvement (elements may include: content experts, patients, leadership, etc.)

Outline - Project design/strategy for change that explains how you planned to reach your Aim, and the team that was involved in achieving improvement

Sustainability – Evidence for sustainability in improvement, or a scale up or sustainability plan.

Tested Changes - An indication that changes were tested and/or adapted to the local environment/organization prior to implementation.

Please note: *these are recommendations and not requirements for submission. Posters without one or more of these elements will also be considered.*

Layout

Aim to create an attractive display that will draw Forum participants to your poster and communicate clearly the main points of your display. The following guidelines may be found helpful below.

Appearance

Creative use of pictures, graphs, text blocks, color, headlines, etc., can attract others to your poster, prompt conversation, and enhance communication of your message. Avoid making your poster too "text heavy." Focus on the highlights of your display. If it can be communicated with numbers, graphs, or other visuals do so.

On-site Posters

Posters will be mounted on 3 ft x 3ft foot panel boards. The usable posting space is the full 8 ft wide x 4 ft high.

3 Feet Wide

3 Feet Tall
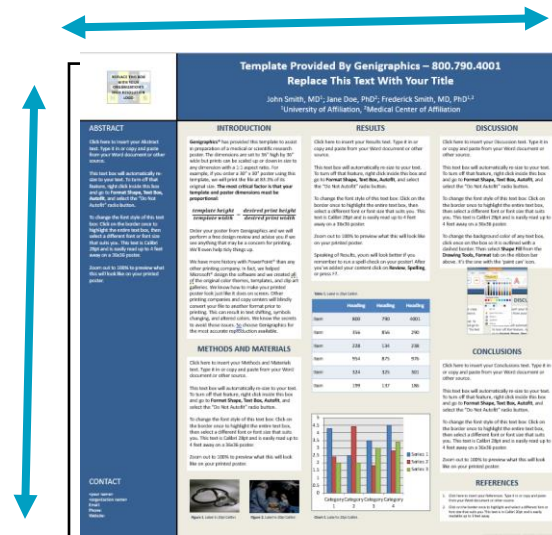
Handouts (On-site)

Due to space restrictions, distributing handouts at the poster display is not recommended. If you have brochures, documents, or other information you think would be helpful to those interested in your quality improvement project, we suggest that you collect business cards from those who want further information in order to send it to them after the conference. You may attach a manila envelope for attendees to drop their business cards in, or attach an envelope filled with a supply of your handouts to your board. Unfortunately, there is not sufficient space to supply tables for the posters.

Shipping (On-site)

We strongly recommend that presenters hand-carry their printed posters to the conference to minimize the risk that a board could be lost or damaged during shipping. If you need to ship your poster, all cartons should be labeled with your name and return address. If you are not staying at the Orlando World Center Marriott, please ship your poster to the hotel you are staying at for the week. If you are staying at the Orlando World Center Marriott, you can pick up your board from the Shipping and Receiving area at the hotel. IHI will not be responsible for receiving, delivering, or storing any posters.

Orlando World Center Marriott Resort & Convention Center
8701 World Center Drive Orlando, Florida, USA 32821
Attn: Your Name (Poster Presenter at the IHI Forum)

Fed-Ex Poster Printing (On-site)

IHI Forum 2023 has partnered with FedEx Office on-site at the Orlando World Center Marriott to make event poster printing convenient. Simply click the link below to upload your poster for a cost of $89 plus tax each. The maximum poster size is 3ft by 3ft. Your poster will be awaiting your arrival at the FedEx Office on-site. Any questions please contact store directly at usa5517@fedex.com or call 407-239-6411. Last date to purchase posters at this special price is Thursday, November 30th.

FedEx Poster printing link here.

Set-up, Staffing, and Breakdown (On-site)

The 2023 Poster Display is located in the Forum Hall. IHI will provide each poster presenter with thumbtacks for cloth posters.

Exhibit Hall Reception:
Monday December 11 from 7:00 - 9:00 PM ET

Poster Set-up Times:
Sunday, December 10 from 1:00 – 4:00 PM ET
Monday, December 11 from 3:30 – 5:30 PM ET
Tuesday, December 12 from 12:00 – 1:30 PM ET

Poster Breakdown:
Wednesday, December 13 from 7 AM - 1:30 PM EST
* All posters must be taken down by owner at the end. All unclaimed posters will be discarded.

Conference Registration

All poster presenters/co-authors wanting to present their poster must register and be on-site for the IHI Forum buy purchasing the General Conference or Exhibit Hall ONLY passes for **December 10-13, 2023.**

Group Discounts: Groups of 3 or more benefit from a discounted rate on the full IHI Forum price. Group discounts do not apply to pre-conference registrations or the exhibit hall pass. For more information regarding group discounts, please visit our fees page.

Institute *for*
Healthcare
Improvement

For more ideas about poster formats please click one of the below resources
Example Quality Improvement Posters
How to Design an Effective Poster
Video on how to Create Posters and Common Mistakes
Free Poster Templates

Poster Examples

A few poster examples have been included below.