

Table of Contents

Overview of Posters	Page 2
Submitting your Poster Submission before November 1, 2024, deadline	Page 2
Tips	Page 3
Layout (Appearance, Size, Materials)	Pages 3-4
Shipping	Pages 4-5
Set-Up, Staffing and Breakdown	Page 5
Conference Registration	Pages 5-6
Example Posters	Page 6

Overview of IHI Forum Poster Displays

Poster displays at the IHI Forum 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

Submit your Poster submission before November 1, 2024, deadline: [here](#)

Please note that we are not requiring you to submit a final poster pdf anymore since we are only accepting for on-site poster display.

You are required to enter in the following information:

Poster Title (100 Characters Max)

Engaging and descriptive title without acronyms

Subject Matter Focus

Select which one of the 9 main Forum subject matters your poster topic most strongly fits within. We will group posters by these topics in the exhibit hall.

Poster Summary (300 Words Max)

1. Description of Problem or Purpose
 2. Actions Taken
 3. Summary of Results
 4. Lessons Learned
- The summary must include all 4 sections.

Presenter

Include the following information for the person who will be standing by their poster.
(Name, Email, Job Title, Organization, Short Bio)

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

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

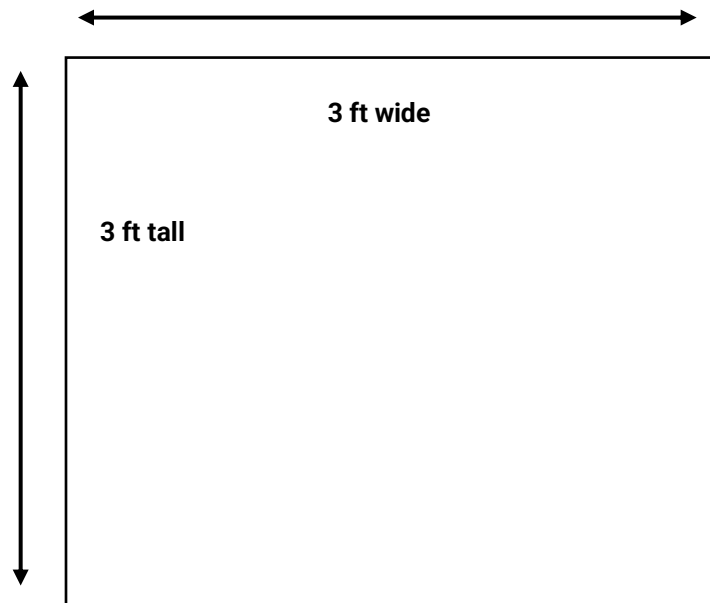
Aim to create an attractive display that will draw Forum participants to your poster and communicate clearly the main points of your display. The following guidelines may be found helpful below.

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.



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 presenter's 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)

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

The 2024 Poster Display is located in the Exhibit Hall

Exhibit Hall Reception:

Monday, December 9 from 4:00 – 6:00 PM ET

Tuesday, December 10 from 4:30 – 6:30 PM ET

Poster Set-up Times:

Sunday, December 8 from 1:00 – 4:00 PM ET (SUBJECT TO CHANGE)

Monday, December 9 from 3:30 – 5:30 PM ET

Tuesday, December 10 from 12:00 – 1:30 PM ET and 4:00 – 6:00 PM ET

Poster Breakdown:

Wednesday, December 11 from 7 AM - 1:30 PM ET * All posters must be taken down by owner at the end. All unclaimed posters will be discarded.

**IHI will provide each poster presenter with thumbtacks for cloth posters.*

Conference Registration

Onsite

All persons associated with the submission wanting to be on-site must be a registered attendee. A registered attendee is classified by either purchasing the following:

- 1. Pre-Conference Sunday (December 8): \$445**
- 2. Pre-Conference Monday (December 9): \$645**
- 3. General Conference (December 10–11)**
 - Register by September 30th: \$1,295
 - Register after September 30th: \$1,595
- 4. Exhibit Hall Pass: \$350** (This pass gives you access to ONLY the Forum Hall during the open times)
- 5. Forum Livestream: \$345** (This is separate from the exhibit hall. This option gives persons access to the livestream recordings for the keynotes, innovation theaters, spotlight sessions etc.)

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.

For more information regarding group discounts, please [visit our fees page](#).

For more ideas about poster formats go here:

[To Save The Science Poster, Researchers Want To Kill It And Start Over Inside Higher Ed #betterposter](#)

Poster Examples

A few poster examples have been included below.

