

GUIDELINES FOR POSTER PRESENTATION AT A SASOHN NATIONAL EVENT



1. PURPOSE

This activity is designed to enhance the professional development of:

- 1.1. The postgraduate student in meeting their learning objectives.
- 1.2. The life-long learner in building their capacity to share and network through valuable evidence-based practice cases or discoveries from investigations as related to the occupational health setting.
- 1.3. The individual in their presentation skills of practicing as a Nurse Specialist (Post-graduate Diploma in a nursing speciality)
- 1.4. The individual in their presentation skills of practicing as an Advance Nurse Specialist (Master or PhD Degree in a nursing speciality)
- 1.5. Challenging occupational health practice by providing evidence through the succinct peer reviewed format of a poster presentation.

2. CATEGORIES

The poster is a communication tool that develops life-long learning. To acknowledge the accomplishment of providing communication at a SASOHN National Event, the two categories where applicants can stand a chance to win the grand prizes, are:

- 2.1 Category 1: Formal Research
- 2.2 Category 2: (Informal) case study, investigations, health promotion, etc.

3. AWARENESS AND MARKETING

- 3.1 The National Educational Representative shall ensure the detailed guideline, application form and evaluation form is updated bi-annually and available on the SASOHN website
- 3.2 The Regional Educational Representative hosting the event shall design the poster competition flyer (A4 in pdf) that reflects the essential information
 - 3.2.1. from Section 2 + 4 + 5 of this guideline,
 - 3.2.2. to a link to the SASOHN website and
 - 3.2.3. to a link of the application form embedded on the flyer.
- 3.3 The Regional Educational Representative hosting the event shall ensure the poster competition flyer is distributed electronically with the notice of the Academic Day/SASOHN National Conference to

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- 3.3.1. SASOHN National Executive Committee for further distribution to their regions
 - 3.3.2. The Course Co-Ordinators at each of the respective Higher Education Institutions that offer the postgraduate OHN qualification, per the contact list
 - 3.3.3. The Presidents of SASOM, SAIOH, MMPA, SAIOSH.
 - 3.3.4 The SASOHN chat group
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4. STEPS

4.1 APPLICATION PROCESS

- 4.1 The applicant to develop an abstract, as guided by the Poster Presentation Application form.
 - 4.2 Should an applicant intend to enter more than one poster, there must be one application form per each poster.
 - 4.3 Submit the application form via email to the National Educational Representative.
 - 4.4 The National Educational Representative and poster co-ordinator will liaise regarding the suitability of the pending focus of the poster through the abstract on the application form. Should there be a discrepancy on the suitability of a pending presentation a third person from the regional committee will be sourced to democratically conclude the outcome. \
 - 4.5 The poster co-ordinator to inform the applicant via email of abstract acceptance or not within five working days from the closing date for abstract submissions.
 - 4.6 Upon acceptance of the abstract, a copy of this guideline to be emailed to the applicant in order to prepare the actual poster.
 - 4.7 Abstract submission closes for the **SASOHN Academic Day: 31 March of each year**
 - 4.8 Abstract submission closes for the **SASOHN Annual Conference: 01 September of each year.**
 - 4.9 Should there be a co-commitment with other deadlines in the year plan by these dates, the Office Bearers will decide on extended submission date/s for that year and duly send notice.
 - 4.10 The reason for two submission dates is
 - 4.10.1 To encourage increased academic participation at the SASOHN Academic Days.
 - 4.10.2 To accommodate applicants who are unable to physically attend both events but would still like to be considered for the grand award.
 - 4.10.3 To develop poster presentations for the national conference
 - 4.11 **Only one award ceremony applies.** The outcomes will be announced at SASOHN Annual General Meeting (AGM) held on the 3rd day of the
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conference.

- 4.12 Applicants are responsible for their own registration fees, travel and accommodation to the events. However, where assistance is required please follow the sponsorship application guideline. (first apply through the employer, then approach the SASOHN region)
- 4.13 In the case where the applicant is unable to attend both events, the applicant remains responsible to liaise with the poster co-ordinators at the SASOHN Academic Days to ensure their poster is transferred for display to the SASOHN Conference and returned similarly.
- 4.14 The poster co-ordinators from the Academic Day are to liaise with their SASOHN Executive members attending the SASOHN Conference to facilitate travel with posters at the cost of the applicant if expenses are incurred, should the applicant be unable to attend.
- 4.15 The poster co-ordinator of the SASOHN Conference to facilitate the receiving of the posters, and ensure they are displayed if the applicant is unable to attend.
- 4.16 Content of posters may not be amended/reprinted before re-display at the National Conference. The original poster needs to accompany the applicant and/or SASOHN Executive member to the SASOHN National Conference. The evaluation score sheets will thus be retained by the National Educational Representative for verification by the poster panel at the National Conference.
- 4.17 Posters that are not on display at the annual conference, although scored at an earlier event (e.g. at the SASOHN Academic Day), will unfortunately not be entered for the final award.

5. DESIGNING THE POSTER

- 5.1 Ensure the poster meets the following format and sizes:
 - 5.1.1 Portrait layout (unless prior confirmation has been obtained that there is adequate space to allow for landscape posters)
 - 5.1.2 Minimum size A2 (+/- 42cm wide and +/- 60cm length)
 - 5.1.3 Maximum size A0 (+/- 84cm wide and +/- 118cm length)
 - 5.1.4 Font Size: the smallest font must be clearly visible from 1m away while the headings from 2m away.
 - 5.1.5 Font style: usually Sans Serif, Arial, Calibri is used, but the font is not limited to these styles only. The recommendation is to use **one** style throughout and if effect / emphasis is required change only to **Bold/Italics** in that same font style. Presentations with more than two font styles in one document loses its corporate appearance.
 - 5.1.6 Neatly printed on either high-quality thickness paper (170gsm); PVC or fabric (fabric although slightly more expensive, lasts longer and is easier for travel)
 - 5.1.7 Graphs/pictures are accurately referenced and of between 150-300dpi resolution.
 - 5.1.8 Colourful (preferably) or monochrome.

5.2 On-line sources can assist with designing the poster in power point so that when the final product is printed the above format is met. A few examples, but not limited to, can be found on:

5.2.1 https://www.posterpresentations.com/html/free_poster_templates.html

5.2.2 <https://researchposters.co.za/research-poster-templates/>

5.2.3 <https://templates.office.com/en-us/Posters>

5.3 Ensure the poster meets the following quality for the target audience:

5.3.1 The target audience at these national events are professionals looking for reliable, valid information that would or could change their service or practice so take care in:

5.3.1.1 Correct use of medical terminology (this poster is not for the layperson)

5.3.1.2 Grammar

5.3.1.3 Spelling

5.3.1.4 Referencing appropriately both in text and at the end in the bibliography.

5.3.2 Referencing Technique—please use the Vancouver referencing technique (<http://openjournals.net/files/Ref/VANCOUVER%20Reference%20Oguide.pdf>)

5.3.3 Contact details of the lead author to be displayed on the poster (inconspicuously) – ensure the email address is displayed either near/around where the applicable author's name first appears in the smaller font.

6.DISPLAYING AND EVALUATING THE POSTERS

6.1 Although great care is taken in the selection of the venue, SASOHN cannot be held liable for any damage or loss to the participant's property.

6.2 Posters shall be on display for the duration of the event.

6.3 Applicants shall ensure their posters are up and on display in the designated area on the designated boards **before registration on the first day** of the event e.g. at the SASOHN National Conference this will be before registration starts for the pre-conference workshops.

6.4 Should the applicant envisage a concern in being able to have their poster up in time they are responsible to liaise with the poster co-ordinator well in advance for assistance in ensuring their poster is on display on time.

6.5 All applicants will need to be present at their posters during first tea break and the lunch break of the event, except where an arrangement was made by the applicant as contemplated in section 3.7. with the poster co-ordinator

6.6 Posters and/or display may not be dismantled early. Applicants must wait until after the Chairperson has announced the event is closed.

6.7 All applicants are to assist the poster co-ordinator to remove and/or

dismantle the poster display within one hour of such announcement. All posters remaining that did not have prior arrangements made with the poster co-ordinator will be discarded and not stored for later collection.

6.8 The poster co-ordinator is responsible to ensure that:

6.8.1 A poster panel is selected, organised and present to score the posters at either the tea break and/or lunch break depending on quantity of applicants.

6.8.2 Adequate copies of the score sheets, and abstracts are made available on a clip board with pen for each panel member.

6.8.3 Secure the sponsored prize/s for 1) for each poster category and 2) the spot prize for attendee involvement prior to the event.

6.8.4 Adequate copies/on-line access of the spot quiz is made available near the poster display area with a sealed submission box for attendees to participate when visiting the poster presentations.

6.8.5 Clear, stable display boards are erected in the area where most of the attendee traffic will be.

6.8.6 The applicant's printed bold number is attached to top left-hand corner of the relevant space for display.

6.8.7 An additional printed notice is displayed for posters where the applicant has either been scored already and/or is unable to physically be present to answer questions.

6.8.8 Have adequate Prestik (for paper/PVC base poster) and clear masking tape (for fabric poster) to secure the posters

6.8.9 Shall circulate through the area frequently and especially before tea and lunch break to ensure the posters are still secure and/or re-attach if detached.

6.8.10 Shall ensure, with the assistance of the applicants, that the poster display area is dismantled and neatly packed away within one hour of the event closing.

6.9 Although not a requirement the applicant may, and is encouraged to, distribute copies of their abstract and/or poster (A4 black and white) at the event. Ensure these are neatly available in a clear A4 plastic sleeve attached to the bottom of the poster.

6.10 The National Educational Representative shall in liaison with the Poster Co-ordinator and Regional Educational Representative, compile a short spot quiz based on the content of the abstracts received to encourage attendees to visit the poster display, seek the answers and enter the spot-prize competition on the day.

6.11 The National Educational Representative to share the printed abstracts with the poster panel judges on the day as part of the evaluation criteria.

6.12 The Poster Panel:

6.12.1 To consist of the National Educational Representative, the Regional Educational Representative of the hosting region, the Poster Co-Ordinator of the hosting region and/or an alternatively

a current SASOHN Executive member, provided the panel remains at an uneven number of at least 3 judges and maximum of 5 judges.

6.12.2 Each member of the panel shall select a random panel judge number to record on the evaluation sheet to maintain their anonymity should the applicant request a copy post event.

6.12.3 To view the poster and interview the applicant at their poster during tea time and/or lunch time

6.12.4 To individually score each applicant using the poster evaluation form per addendum

6.12.5 To convene briefly after lunch to average the score per applicant and discuss, resolve discrepancies and record the outcome on the score sheets.

6.12.6 Should a discrepancy prove to be unresolvable the poster panel may call upon the President to cast the final vote.

6.12.7 The decision of the poster panel is final and no further correspondence will be entered into.

6.13 The poster co-ordinator will ensure that all the score sheets are submitted to the National Educational Representative on the same day of actual scoring, whether the poster panel conducted the scoring at the SASOHN Academic Day and/or at the SASOHN Conference.

6.14 The poster co-ordinator shall announce the spot-prize winner from the spot quiz entries at the end of the event when the exhibitors are presenting.

6.15 The National Educational Representative shall announce and present the winners of each category at the SASOHN AGM (3rd day of the Conference). The prizes will consist of:

A SASOHN Certificate of acknowledgement and ,

	Category 1	Category 2
1 st Prize	Sponsor/SASOHN branded gift Sponsorship of the registration fee to the next Academic Day	Sponsor/SASOHN branded gift Sponsorship of the registration fee to the next Academic Day
2 nd Prize	Sponsor/SASOHN branded gift	Sponsor/SASOHN branded gift
Should a sponsor not be available then the costing of the above prizes is to be covered by SASOHN National Office.		

This may include extra sponsored items as determined annually by the generous gifts and/or equivalent initiatives by donors.

Applicants may email and request a copy of their score sheet from the National Educational Representative for learning purposes and/or to refine their presentation skills. However, no correspondence will be entered into, as the poster panel's decision is final.

7.1 SASOHN POSTER ABSTRACT APPLICATION FORM

7. ANNEXURES

7.2 POSTER CRITERIA EVALUATION FORM

**8. PROCEDURE
OWNER**

Functionary: SASOHN

E-mail address: office@sasohn.co.za

**9. DOCUMENT
INFORMATION**

Document number: 023/2000
Revision number: 1
Issue date: March 2018
Document status: Approved
Next Review Date: March 2020
Document standing: Active
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