***Vanderbilt Symposium on***

**Implementation Research** in

the **Learning Health System**

**November 16-18, 2020**

**Instructions for Preparing your Poster with Audio & Video Recording**

**Prepare your poster in PowerPoint using one of the following formats:**

* All content on one slide (traditional)
* Divide content into multiple slides (limit 5 slides)

**Include the following content in your research poster:**

* Title, Authors, and Author Affiliations
* Acknowledgements and Funding
* Background or Introduction
* Methods
* Current Status or Results
* Conclusions or Insights or Next Steps

**Record a 2-3 minute audio and video poster presentation in Zoom:**

* Open your poster file in PowerPoint
* Open Zoom App and from Home Screen select New Meeting
* Turn on Video and Microphone
* Share Screen and select PowerPoint with your poster
* Enter Slide Show/Full Screen mode in PowerPoint
* Move/resize speaker video window as needed
* On Zoom toolbar select **…**More, then select Record
* When your presentation is finished, click Stop Recording in the **…**More menu
* End meeting to convert video to MP4 and save file with your last name in the file name

**Submit your poster by Monday, November 9th, 11:59 pm CST:**

* Enter the poster title, authors, and author affiliations in the [Poster Submission form](https://redcap.link/IRLHSsymposiumPoster).
* Upload your PowerPoint and Zoom MP4 files to this [box folder](https://vumc.box.com/s/59ysvg4zouw2g74pmp7kkut1q7n6ipii).

**Poster session details:**

* Posters will be available for viewing throughout the symposium.
* We are exploring options for poster judging and also holding a live, moderated poster session for Q&A.

**QUESTIONS?** Please contact us at [implementation@vumc.org](mailto:implementation@vumc.org)