

## **Poster and PowerPoint Presentation Templates and Process**

### **Presentation Poster Templates**

After an abstract has been accepted for a poster presentation (e.g., local, regional, national, or international), residents are to use the presentation poster templates with the VUMC logo located at: <https://www.vumc.org/marketing-engagement/branded-products>.

Two versions are available to choose from:

- Gold accent color with VUMC logo
- Grey accent color with VUMC logo

When you click on each option, it will download a .zip file that includes several sizes.

**Residents should add the full department name to all presentation poster templates as follows:**

#### **Department of Physical Medicine and Rehabilitation**

Note: per VUMC design requirements, leave a clear space around the logo (the height of the V).

Residents are responsible for:

- Designing the poster.
- Following the guidelines and size restrictions of the appropriate organization/meeting organizer.
- Sending the poster to the faculty mentor(s) for edits/corrections and final approval.

### **Process for Printing Posters**

All posters are printed on standard poster paper and rolled up in a tube for travel. Email a **PDF file** of the final, approved poster to [irene.m.mckirgan.1@vumc.org](mailto:irene.m.mckirgan.1@vumc.org) a **minimum of 2 weeks before the date needed and include the following information:**

- Name of Conference
- Quantity (standard is one copy per presentation)
- Size

- Type of finish: matt or gloss
- If a tube for traveling is required
- Date needed by
- When the poster is ready for pick-up, Irene McKirgan will email you.

### **PowerPoint (PPT) Templates**

The following PM&R Department PPT Templates designed by VUMC Digital Engagement and Design are to be used for all PPT presentations: [VUMC PowerPoint PM&R Template](#)

Residents are responsible for:

- Designing the poster.
- Following the guidelines of the appropriate organization/meeting organizer.
- Sending the PPT to the faculty mentor(s) for edits/corrections and final approval.