



# FORUM 2024 WINNIPEG

## Poster Presenter Requirements

## CIMVHR FORUM 2024

MONDAY, OCTOBER 21 - WEDNESDAY, OCTOBER 23, 2024

RBC CONVENTION CENTRE WINNIPEG  
375 YORK AVENUE  
WINNIPEG, MANITOBA



**CIMVHR**  
Canadian Institute for Military  
and Veteran Health Research

**ICRSMV**  
L'Institut canadien de recherche sur  
la santé des militaires et des vétérans

## POSTER PRESENTER REQUIREMENTS

Poster presenters are responsible for printing and transporting their physical posters to the CIMVHR Forum at their own cost.

Poster presenters must submit an electronic copy/PDF of their poster no later than Friday, September 13, 2024.

Electronic poster presentations that are not received by Friday, September 13th will not be considered for a CIMVHR Forum Award: <https://cimvhrforum.ca/awards/>

Minor amendments to electronic posters (typographical errors) are permitted until October 4, 2024.

## POSTER SIZE, MATERIAL, AND TEMPLATE

- We strongly encourage you to use the template provided: <https://cimvhrforum.ca/present/>
- The completed poster size is 39" wide x 36" high.
- If you are using a margin, trim, or bleed, please be sure they fall within the 39W x 36H allocated poster area.
- We recommend using thick poster paper (laminated/matte/glossy), fabric, or vinyl as your poster material. Foamboard is not recommended.
- **Posters larger than 39W X 36H will not be presented at the CIMVHR Forum.**

CIMVHR FORUM – Poster board size (91" x 45" see gray area below)

91 inches

The diagram illustrates a poster board layout. The board is 91 inches wide and 45 inches high. It is divided into two main sections. The left section is 39 inches wide and 36 inches high, containing a sample poster titled "Understanding the utility of lay summaries: A Scoping Review". The right section is 45 inches wide and 36 inches high, containing a blue background with the text "FORUM 2024 WINNIPEG" and "Your poster dimensions: 39" wide by 36" tall (see sample poster to the left). Below this, it states "Posters will be mounted 2 per poster board".

45 inches

36 inches

39 inches

91 inches

45 inches

45 inches

## POSTER BOARDS AND DISPLAY AREA

- Each poster board will display two posters per side.
- Each poster will have ½ of one side of the poster board.
- Each poster board will have a table underneath the board to place materials related to your presentation.
- Poster identification numbers will be pinned to the poster boards.
- Pins for affixing your poster will be provided.
- See the visual representation of the format and size below.
- Posters must stay affixed to the poster board for both Monday, October 21 and Tuesday, October 22.

## POSTER REQUIREMENTS

- Posters can be in either official language, English or French
- Learning objectives must be included on your poster and should be placed on the top or bottom of the poster.
- A disclosure of conflict of interest must be included on the poster. It should be placed on the top or bottom of the poster and state:
  - “In relation to this presentation, I declare the following, real or perceived conflicts of interest: (description of the conflict of interest)” or “none”
- Please ensure your poster follows accessibility guidelines:  
<https://accessiblecampus.ca/reference-library/accessible-digital-documents-websites/clear-print-guidelines/>
- Have all co-authors check, edit, and sign off on your final draft before the due date.

## INSTALLING YOUR POSTER

Poster presenters are responsible for installing their own poster.

**Where:** Hall C/City View (Third Floor)

**When:** Sunday October 20, between 1:00 pm and 4:00 pm  
Monday October 21, between 8:00 am and 9:00 am

## POSTER REMOVAL

Posters are to be removed between 4:00PM and 4:30PM, Tuesday, October 22, OR 7:30AM and 9:30AM, Wednesday, October 23.

Posters that are not removed by 9:30AM, Wednesday, October 23, will be removed by Forum volunteers and left at registration for pickup.

**Please send the final draft of your poster to Michelle Daigle at: [michelle.daigle@queensu.ca](mailto:michelle.daigle@queensu.ca).**