



FORUM 2025 OTTAWA

Poster Presenter Requirements

CIMVHR FORUM 2025

MONDAY, OCTOBER 20 - WEDNESDAY, OCTOBER 22

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OTTAWA, ONTARIO



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

New to CIMVHR Forum 2025: We will be offering local printing for poster presenters! If you choose to print your posters via Carleton Print Shop, the CIMVHR team will ensure they arrive at the conference and are set up for you. More details to follow on the Forum website.

Poster presenters must submit an electronic copy in PDF format of their poster no later than Monday, September 29th, 2025 to michelle.daigle@queensu.ca.

Electronic poster presentations that are not received by Monday, September 29th will not be considered for a CIMVHR Forum Award: <https://cimvhrforum.ca/awards/>

Minor amendments to electronic posters (typographical errors) are permitted until Tuesday, October 7, 2025.

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 CIMVHR Forum.**

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

91 inches

45 inches

36 inches

39 inches

91 inches

45 inches

45 inches

Understanding the utility of lay summaries: A Scoping Review

Queens University

1 INTRODUCTION

Lay summaries of research ensure accessibility of findings to a broader audience. Effectively tailoring the message using plain language, free of technical or discipline-specific jargon and complicated sentences, is a critical knowledge translation skill for occupational therapists to enrich client-centred practice and highlight the benefits of occupational therapy.

The aim of this scoping review was to identify how the scholarly literature understands and describes the utility of lay summaries.

2 METHODS

A scoping review was guided by Arksey and O'Malley's, 2005 framework. Peer-reviewed and gray literature were included. Two researchers independently screened, selected, and reviewed the sources, with a third researcher for conflict resolution.

Prisma diagram

3 RESULTS

Studies most frequently came out of the United Kingdom or through Cochrane, with a wide range of health disciplines and condition contexts.

The scholarly literature supports the efficacy of lay summaries:

- to increase communication between scientists and the general public, and between health consumers and clinicians;
- to raise awareness and speed up adoption of practice that may lead to improved health;
- to help clinicians comprehend research findings and to understand what outcomes are important to patients – especially when conclusions are included in the summary;
- to assist parents in making informed decisions about their child's treatment;
- to stimulate public interest and enthusiasm for participation in research;
- to promote a broader understanding of the societal benefits and impacts of research;
- to allow for easier and credible access to scientific research by the media; and
- to increase the comprehension of key research results.

The accessibility of lay summaries is enhanced when they are:

- skillfully written in plain language;
- a combination of text and numbers;
- able to highlight clear conclusions;
- easily accessible to health information consumers.

4 CONCLUSIONS

Emerging research continues to support the effectiveness of lay summaries as a knowledge translation tool. Developing skill in writing plain language takes time, feedback, and practice. Honing plain language skills will assist occupational therapists to communicate research findings directly with clients, other professionals, and decision makers. Utilization of this tool to disseminate results may influence practice, programs and policy.

FORUM 2025 OTTAWA

Your poster dimensions:
39" wide by 36" tall
(see sample poster to the left)

Posters will be mounted 2 per poster board

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 20 and Tuesday, October 21.

POSTER REQUIREMENTS

- Posters can be in either official language, English or French
- Learning objectives are no longer required on your 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.

LABELLING YOUR POSTER

Please label the digital version of your poster in the following format: Last name first initial_Postter ID number_Brief title of poster presentation.

Labeling Example: **BlogginsB_P100_Title**

INSTALLING YOUR POSTER

Poster presenters are responsible for installing their own poster.

Where: The Rogers Centre - 55 Colonel By Dr. - 1st floor foyer, meeting rooms 103 and 105.

When: Sunday, October 19, between 1:00PM and 4:00PM
Monday, October 20, between 8:00AM and 9:00AM

POSTER PRESENTATIONS

Scientific Showcase and Networking Session

Where: The Rogers Centre - Colonel By Foyer South, Meeting Rooms 103 and 105

When: Monday October 20, between 2:30PM and 3:30PM
Tuesday October 21, between 2:00PM and 3:00PM

POSTER REMOVAL

Posters are to be removed between 5:45PM and 6:15PM Tuesday, October, 21.

Posters that are not removed by 6:15PM Tuesday, October 21, will be removed by Forum volunteers and left at registration for pickup.

Please send the final copy of your poster to Michelle at michelle.daigle@queensu.ca