

“Enhancing Interprofessional Collaboration and Learning for Strengthening Primary Health Care”

July 21-23, 2021

Faculty of Medicine, Public Health and Nursing
Universitas Gadjah Mada
Yogyakarta, Indonesia

TUFH THE NETWORK:
2021 TOWARD UNITY
FOR HEALTH

Supported by:


ORAL PRESENTATION GUIDELINES

The Network: TUFH and Universitas Gadjah Mada value oral presentations and see this as a platform where participants can take an active role in the different sessions.

Oral presentations will take place on **July 21, July 22 and July 23, 2021** at the 2021 “Enhancing Interprofessional Collaboration and Learning for Strengthening Primary Health Care”, The Network: TUFH VIRTUAL Annual Conference, presented by The Network: Towards Unity for Health (TUFH) and Universitas Gadjah Mada. Oral Presentations can be scheduled in two timeframes: **5:00 - 7:00 AM OR 8:30 - 10:30 AM UTC+0**. There is a special edition for participants from North and Latin America on July 22nd, 2021 at 12:00 - 02:00 AM UTC+0.

Oral Presentations are a useful and innovative way of displaying and communicating new approaches, research and other work done in your field.

Please see the following sections below for further information:

1. What to prepare
2. Poster specifications - Digital poster
3. Oral presentations at TUFH 2021
4. Hints on preparing posters

1. What to prepare

Contributors are requested to prepare:

- **A digital poster summarizing the key issues. To be [uploaded](#) by May 31st, 2021.**
- **A highly condensed oral presentation of the poster's conclusions (**not exceeding 5 minutes**) to present during the Oral Presentation Session.**

2. Poster specifications - Digital poster

Adherence to the poster specification criteria and submission processes listed below is strictly enforced. Failure to follow these guidelines will result in the automatic withdrawal of the original oral session abstract acceptance. There will be no registration adjustments or refunds in the event these requirements are not followed.

Poster Template

You are expected to create your poster in PowerPoint using the template provided by the TUFH 2021 Organizing Committee. You can download the template [here](#).

Specifications:

- Designed as **1** PowerPoint slide (just one slide! Multiple slides will not be accepted).
- Designed in **landscape orientation**.
- Your poster must include a **Poster Abstract Identification Label with YOUR abstract number**. In the template you will see TUFH000. You will need to adjust to reflect your personal abstract number. You can find your abstract number in the abstract platform and your e-mails.
The label must remain in the top right-hand corner of your designed poster.
The required font for this number is **Calibri; 16pt** font size.
- The title will be on the top of the poster. The required font for this number is **Calibri; 25pt** font size. The proposed color is #FFC000, but you are free to choose your color.
- Your text on the poster must be in **Calibri; 14pt** font size. The proposed color is #2F5597, but you are free to choose your color.
- You are free to add images and/logo's, make sure they are readable.
- On the bottom of the poster, make sure to note the **author(s) name and contact information** (general contact information from the primary author).

Poster Upload

You must upload a digital version of your poster May 31st, 2021 AT THE LATEST!

Specifications:

- Your poster must be in PPT format.
- Your maximum file size is 100 MB.
- Your poster file must be named as your abstract number (TUFH000). You can find your abstract number in the abstract platform and your e-mails.
- The date to upload the poster is May 31st, 2021.
- The link to upload your poster too is https://docs.google.com/forms/d/e/1FAIpQLSemfYZIYyE7AKJT6YJ6f3yyXIB90aE2zDgTLNX6LczkoBSK1w/viewform?usp=sf_link

CHANGES CAN NOT BE MADE AFTER UPLOADING YOUR POSTER, so please make sure you upload the final version!

3. Oral Presentations

During the Oral Presentations, the digital versions will be presented.

All posters from one session will be in one master file.

It will be presented in PDF and the moderator will zoom in on your poster during your presentation. You will not be able to share your screen. No other audio/visual tools will be allowed during your presentation.

All posters will be available to all participants in the TUFH Online Community (tufh.org).

Structure of the program:

The simultaneous sessions contain a mix of oral presentations, workshops, TUFH Talks and Documentaries.

During the VIRTUAL conference, contributors and participants will meet in groups for the oral presentations. Each two-hour oral presentation session includes fourteen oral presentations with posters and is moderated. The moderator will ask each presenter to give an overview of his/her poster for **5 minutes** and invite for comments and discussion. Your poster will be digitally presented during your presentation.

The moderator will introduce each presenter and keep the session to time. Your presentation should be maximum 5 minutes! No other audio-visuals will be available other than the poster itself. The poster will be shared by the moderators.

4. Hints on preparing posters

The following suggestions and recommendations have been compiled and published on the AMEE website, based on published literature and by reference to various websites. It has been copied here as a guide to assist you and in no way to be prescriptive or limiting your initiative.

General

A successful poster provides just enough information to convey the key point(s) clearly and succinctly. It is important to get the message across quickly – you may only have a short time to capture the viewer's attention. Too much information on a poster causes confusion and will be time-consuming to read. It may be better to focus on one key point, unless subsidiary points are essential to its understanding. Those sufficiently interested can always request further information via the contact details given or discuss the work at the poster session.

The poster should be attractively laid out, and logically sequenced, with visual representation preferable to large chunks of text. Thinking of a poster as an "illustrated abstract" (Hess and Liegel, 2004) may help. Careful use of colour and size of text is important.

Question and answer type posters work well, and interactive posters are frequently well-rated by participants.

Content Guidelines

Posters may report research results, or may be descriptive, e.g., presenting a theory, a new curriculum/course or teaching method.

Research posters:

The following components are usually included:

- Introduction and identification of need;
- Objective(s), purpose(s), research questions(s);
- Methodology (sample, methods for data collection and evaluation): It is more important to communicate the results and conclusions than to go into detail about the methods. If participants show a particular interest in the methodology they can always request further details to be sent, e.g. a copy of a questionnaire used in the study;
- Data analysis;
- Results/Discussion: It may be appropriate to report only some of the more important results, in the interests of space. Complex argument is not appropriate for a poster. Tables and figures are a good way of communicating results rather than blocks of text as they are frequently easier to understand, visually more attractive and less space consuming.
- Conclusion(s)/Take home message(s): It is recommended that only conclusions clearly supported by the results are displayed on the poster, and more speculative conclusions should not be included.

Descriptive posters:

The content and structure of descriptive posters are more flexible and will largely be decided by the purpose of the poster. It is suggested however that the following aspects should be considered in relation to content:

- Introduction to the topic/identification of need;
- Objectives/purposes of the work;
- Description of what was done;
- Discussion of what was achieved and how the work has advanced understanding of the topic;
- Conclusions/take-home messages.

Style Guidelines

Layout:

- The title of the poster, name(s) of authors, address where the work was carried out and contact details should be prominently displayed, together with a logo if appropriate;
- It is not necessary to cover the whole poster with information – use of ‘white space’ provides a pleasing contrast, particularly where a large amount of colour is used on the poster;
- “Reader gravity” – the natural way in which the reader’s eye is drawn to look at the poster, suggests that information should be laid out either from top to bottom, or left to right;
- Small blocks of text are recommended, and use of appropriate level of

- headings make the poster easier to read;
- Abbreviations should be explained the first time they are used;
 - Bulleted lists are frequently a good alternative to blocks of text;
 - Visual representation is preferable to text wherever possible. Diagrams, tables, photographs, arrows etc. can aid readability and add to the attractiveness;
 - Your poster will be viewed on computer screens, so make sure everything is readable, limit the amount of text.

Font and colour:

- Calibri; 14pt font size should be used in the poster for text. The title should span the width of the poster (Calibri, 25pt). Font should be consistent throughout the poster, and appropriate levels of headings should be used. References should be limited to 5, and the font size should be smaller than the poster text.
- Judicious use of colour is recommended, with a maximum of two or three primary colours (e.g., red, blue, green or yellow) introduced (however some shades of yellow may be difficult to read). Black type on a white background is standard practice, and patterned backgrounds should be used with care.

Figures and graphics:

- Figures and graphics should be of good quality and should be appropriately labelled with short legends;
- Graphs and charts should have an appropriate scale and labelled axes.

Bibliography:

- Durai R and Venkatraman R (2005) How to prepare a good poster. Hospital Doctor, 19 May, p38;
- Hess G and Liegel L (2004) Creating Effective Poster Presentations. <http://www.ncsu.edu/project/posters> (accessed 02 June 2004);
- Nicol A A M and Pexman P M (2003). Displaying Your Findings: a practical guide for creating figures, posters and presentations. Washington DC: American Psychological Association.