



POSTER PRESENTATION GUIDELINES

The 2018 Nursing Leadership Conference planning committee is excited to review and evaluate your poster submissions. We would like this year's posters to highlight the work your individual sites have done under at least one of the following categories: Transformational Leadership; Quality & Safety; Research/EBP; or Professional Development. Each presentation should emphasize how the KP Professional Practice Model, Vision, and Values along with the ANA Standards or Code of Ethics were used as a framework to guide professional practice. We look forward to having you showcase all you have done to elevate nursing professional practice across the organization.

MINIMUM SPECIFICATIONS

- Please use one of the three poster templates provided (see link below) <http://kpnursing.org/conferences/leadershipconference2018/index.html>
- Only approved posters and executive summaries will be displayed at the conference.
- Please forward your poster template and executive template to pamela.x.jensen@kp.org and kristine.p.broger@kp.org **no later than April 16, 2018.**
- Once your poster has been approved, NPCS will forward you an email after April 16, 2018. You can then contact your printer to schedule creating your poster.

CONTENT

- Suggested Categories: Title, Purpose/Objectives, Process/Research Design/Program Description, Results/Evaluation, Conclusions, Future Plans (*provided in the template*)
- Keep content concise
- Use infographics to highlight important facts/findings
- Use bullets and numbers for easier reading where appropriate
- Include contact information: Name, email, region/affiliation/site
(*John Doe, John.Doe@kp.org, Northern California, So. Sacramento Medical Center*)

LAYOUT/DESIGN

- Ideas should flow from panel to panel
- Assume the reader is reading your poster from 3ft. away
- Avoid cramming too many figures or too many numbers in tables
- No commercials or ads on the presentation
- Consistent and clean layout
- Poster size 48 inches x 36 inches (Template is set to the correct size)

POSTER SESSIONS

- Participants will be visiting all the poster sessions. Have a concise elevator speech and be prepared to answer questions.
- Participants have the ability to print any or all the executive summaries. Executive summaries are located on the Nursing Pathways website <http://kpnursing.org/conferences/leadershipconference2018/index.html>

2018 NATIONAL NURSING LEADERSHIP CONFERENCE



Creating a Culture of Excellence

KAISER PERMANENTE

- **Please note: Conference attendees will be able to download copies of the executive summaries from the website. They will be able to scan a QR code using their phone and their phone's browser immediately will take them to the website, where they can view the executive summaries.**
- Contact information should be included in the executive summary.
- **A representative must be present with the poster during poster presentation on both days.**

LOGISTICS

- Registration opens on Tuesday, May 22, at 7 a.m. please register and Pamela Jensen will be available to answer questions. Set up posters no later than 9:00am, May 22, 2018.
- Poster sessions are scheduled for both days of the conference and will last approximately 40 minutes, please have a representative available at your sites poster to answer any questions both days.
- Tables will be provided for standing posters or hanging posters. Please advise pamela.x.jensen@kp.org and kristine.p.broger@kp.org by **April 16, 2018** if your poster will be hanging or standing.
- All standing and hanging poster tables will be set up for you. Sites can choose which table they would like to present their poster, based on hanging or standing poster tables.
- Bring your own hanging, mounting, fixing supplies (tape, poster stand, push pins, etc.). These items may not be available at the venue.
- **Sites are to remove their posters no later than May 23rd (day 2) at 12.00pm. noon.**
- **NPCS is not responsible for poster removal.**
- **NPCS is not responsible for returning posters back to sites.**

POSTER DELIVERY

- Sites may bring their posters to the conference center or mail posters to the hotel. Attached is the information for mailing.
- Disneyland Hotel, 1150 West Magic Way, Anaheim, CA 92802
- **Include your name and date of arrival on external package mailed to the hotel.**
- **Deliveries should not arrive prior to one to two days before your arrival. You will be charged a storage fee for arrivals anytime before.**

If you have questions during the conference regarding posters, please contact

Pam Jensen
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