

*The Department of Research Programs at
Walter Reed National Military Medical Center presents*

2017 RESEARCH AND INNOVATION MONTH *Be a research hero.*

POSTER DISPLAY WEEK **FREQUENTLY ASKED QUESTIONS**

When is Poster Display Week?

01–05 May 2017

Where do we hang our posters?

Poster hang in the Mezzanine Center, East and West Wings of Arrowhead Building (Building 9). Expect an e-blast with details in April.

Who can participate?

All participants in the 9th Annual National Capital Region Research Competitions **must display a poster**. This includes non-finalists and finalists, as well as those in research and non-research categories. Your colleagues and patients will want to learn from your work!

How big should I make my poster?

To fit on mounting boards, posters should be **4 feet tall by 6 feet wide**.

How do I get my poster produced?

All participants must submit to the Medical Graphic Arts Department (MGAD) four items: a poster draft, a work order form for MGAD, the Instructions for Permission form for the Bureau of Medicine and Surgery (BUMED), and a Health Insurance Portability and Accountability Act (HIPAA) Privacy Release form. **Please submit all forms within these dates: 01–27 February 2017. Final deadline: 27 February.** Points of contact are Mary-Ann Ayrandjian (mary-ann.ayrandjian.civ@mail.mil) and Shane Stiefel (shane.m.stiefel.civ@mail.mil). **Note: Please provide permissions for images and brands, and any copyright information for your poster.**

Where do I find the forms needed to make my poster?

All forms can be found on the Department of Research Programs (DRP) internet (public) and intranet (SharePoint) sites. Please follow the instructions below:

1. DRP Public site: <https://www.wrnmcc.capmed.mil/ResearchEducation/ResearchPrograms/SitePages/Home.aspx>. On the left column, click Research & Innovation Month under Services, scroll down and click **All Important Documents**. You will find the forms under **MGAD Policy Guidelines and Forms**.

2. DRP SharePoint site:

<https://www.wrnmcc.intranet.capmed.mil/EducationTrainingResearch/ResearchProgramsDepartment/SitePages/Home.aspx>

On the left column, click 2017 Research and Innovation Month under Research Education Services, and locate the **9th Annual Research Competitions** folder. You will find the forms inside the **MGAD Policy Guidelines and Forms** folder.

What do I need to share my poster outside Walter Reed Bethesda?

The posters produced by MGAD are for the **competition only**. You will need a publication clearance from the Public Affairs Office before you can share the poster outside Walter Reed Bethesda. To get your poster cleared, please send your request to dha.bethesda.ncr-med.mbx.wrnm-irbnet-pao-review@mail.mil

What if my research team includes staff from outside Walter Reed Bethesda?

Your research study or other project can carry the Unity of Effort logo, if it involves two or more people from at least two of these three institutions: Walter Reed Bethesda, the Uniformed Services University of the Health Sciences, or the National Institutes of Health. This logo goes in the upper right corner of your research poster and of the title page of your slide presentation, if applicable.

For details on Research and Innovation Month, contact the Department of Research Programs:
dha.bethesda.wrnmcc.mbx.researchandinnovationmonth@mail.mil

