



Dear Participants,

Here are some important dates and important information to help assist you with finalizing your poster submissions.

### **Participation Requirements**

All Participants in 8<sup>th</sup> Annual National Capital Region Competitions **must display a poster**; this includes non-finalist and finalist.

### **Finalists**

The category finalists will be determined in MARCH-APRIL 2016. Everyone will be notified by email of their participation status (i.e., finalist or non-finalists).

### **Poster Sizes**

For standardization purposes, posters should be 4-feet tall by 6-feet wide. Deviations are acceptable (smaller or larger); however, posters **cannot** exceed 4-feet tall by 8-feet wide (no exceptions).

### **Public Affair Office**

1. Complete a WRNMMC Publication Clearance Coversheet. The coversheet is in the **8<sup>th</sup> Annual Research Competitions** folder (see instructions below).
2. Submit the following documents to [dha.bethesda.ncr-med.mbx.wrnmdrp@mail.mil](mailto:dha.bethesda.ncr-med.mbx.wrnmdrp@mail.mil) for PAO review and approval with the subject line "PAO Approval Request for R&I Month Poster Display Week."
  - a. WRNMMC Publication Clearance Coversheet
  - b. Publication Documents (i.e. manuscript, poster, etc.)
  - c. Signatures (Author and Supervisor)
3. Receipt of your email will be confirmed with a reply containing your project number. Make note of this number as it is required when referencing your submission.

**NOTE:** Please provide permissions for images/brands and any copyright information in poster submissions.

**\*\*\*All forms can be found in the 8<sup>th</sup> Annual Research Competitions folder located on the intranet (SharePoint), in the Education Training & Research Directorate, Department of Research Programs, in the Library under "2016 Research and Innovation Month."\*\*\***

### **How to Get the Poster Produced?**

Medical Graphic Arts Department (MGAD) is working with participants and requests receipt no later than 01 MARCH 2016 (exceptions will be made only for highly extenuating circumstances). MGAD points of contact are Mary-Ann Ayrandjian ([mary-ann.ayrandjian.civ@mail.mil](mailto:mary-ann.ayrandjian.civ@mail.mil)) and Shane Stiefel ([shane.m.stiefel.civ@mail.mil](mailto:shane.m.stiefel.civ@mail.mil)). They are there to work with you.

Once the Public Affairs Office gives approval, submit the poster draft, MGAD work order form, BUMED Instructions for Permission form and a HIPAA Privacy Release form to MGAD for its production.

Forms can be found in the **8<sup>th</sup> Annual Research Competitions** folder located on the intranet.

## **CATEGORIES**

### **Bailey K. Ashford and the Robert A. Phillips**

- This display will only be for exhibition purposes and will have no effect on the competition outcome at Research Symposium I and II on 18 – 19 MAY 2016.

### **Case Report**

- Finalists will make oral presentations in front of their posters on 11 MAY 2016; the two winners will be determined the same day and ribbons will be pinned on their posters.

### **Evidence Based Practice – Quality Improvement**

- The sole winner of the Evidence Based Practice – Quality Improvement categories will present during Research Symposium I on 18 MAY 2016

### **Awards**

Leadership will be handing out the award certificates for all of the Research Competitions on 19 MAY 2016.