



Dear Participants,

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

Participation Requirements

All Participants in 8th 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).

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) and Shane Stiefel (shane.m.stiefel.civ@mail.mil). They are there to work with you.

- Submit a poster draft, MGAD work order form, BUMED Instructions for Permission form and a HIPAA Privacy Release form to MGAD for its production.

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

*****All forms can be found in the 8th Annual Research Competitions folder located on the intranet (SharePoint), in the Education Training & Research Directorate, Department of Research Programs, in the Research Education Services under “2016 Research & Innovation Month.”**

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.