

21st COCHRANE COLLOQUIUM

QUEBEC, 19-23 SEPTEMBER 2013



MEET THE ENTITIES POSTER GUIDELINES

Entities Poster Session Location and Date

Room 200C

Friday 20 September 2013

Size Limitations:

- No larger than **45 inches high** and **45 inches wide (114cm x 114cm)**.
- Two posters will be placed on each side of the poster board. *Please DO NOT exceed the dimensions stated above. Posters that do not fall within size limitation cannot be posted.*

Registration and poster staffing Information:

- At least one person from your entity must be registered for the Colloquium by **6 September (early registration ends 15 July)** (colloquium.cochrane.org).
- Each entity poster has been assigned a number (1-89).
- See the attached pdf and/or the Program book for your assigned number.
- A representative from your entity must be present at your poster during the coffee breaks and the last half hour of the lunch period on that day.

Poster Set Up (7:00 - 8:15 a.m.):

- **Set up is required before 8:15 a.m. on Friday 20 September**
- Your poster number will be pinned to the poster board at the location where you should hang your poster.
- Velcro will be provided.
- You may also wish to bring copies of your poster, leaflets or business cards to encourage colleagues to engage with your entity. Please bring a basket / container to put them in on the floor or a hanging folder / envelope to pin to the bottom of the poster board under your poster. These will NOT be provided for you.
- *We are not responsible for supplemental materials that are not removed.*

Poster Take Down (5:00 - 6:30 p.m.):

- Posters must be **removed by 6:30 p.m.** that day.
- We are not responsible for storing posters or poster tubes after this time. *Any posters remaining on the poster boards will be removed and disposed of.*

Ideas for your poster (you are not limited to these – it is yours to do with what you like):

- Highlight a review from your group that changed practice, reduced costs or saved lives (or one that soon will)
- Impact of your entity on your area of expertise, e.g. methods publications; applications of your methods
- How your entity contributes to better knowledge for better health
- Activities of your group (amount of training offered to many people, partnerships, presentations, etc)
- A key person from your group's history who has meant a lot to you and your work (an Anniversary 'blast from the past')
- ..and more (be creative!)