**Criteria and poster guidance.**

We are welcoming submissions of posters from anyone across the SWB and DGH organisations in the following categories. Posters should showcase the work undertaken in research and development. Submissions are welcomed from people of all professions, specialties and directorates. This an include service improvement/development/evaluation projects, clinical trials, new ways of delivering projects, collaborative projects but should involve a clear output and research methodology.

**The categories are:**

1. Innovation
2. Changing service delivery and experience
3. Improvement in the Research Lifecycle
4. Engaging with Communities and PPIE
5. Impact through research

The criteria for each of the categories is:

* Innovation -This should demonstrate collaboration, thinking outside of the box and a new/novel approach to a problem/challenge or service. Clear demonstrable benefits should be evident.
* Changing service delivery and experience - Demonstrates clear impact on service now, inclusive of population served, implemented into guidelines/day to day practice.
* Improvement in the Research Lifecycle - Demonstrates clear impact on service now, inclusive of population served, implemented into guidelines/day to day practice.
* Engaging with Communities and PPIE - Clear engagement and benefit to research and services through engagement/participation. working towards partnership not ‘done to’ , work goes beyond participation in a study, evidence of ideas being implemented, scalability
* Impact through research - Change of service, impact on individuals/patients, awareness

**Prizes will be awarded to winners in each of the above categories in each organisation as well as winners for the following areas:**

1. Chairmans Award
2. People’s Choice award
3. Management/Exec award
4. NMAHPPS Award

**In addition all posters will be assessed against:**

* Visual layout and content
* Transferability
* Clarity and ease of understanding.

**What makes a good poster?**

* Title is concise and draws the attention of the audience
* The text is clear and to the point
* Effective use of bullets, paragraphs, headings, images, graphics and graphs to make it easy to read and understand
* Includes your name, departmental affiliation and references

**What to include in the poster?**

**Once you know how much space you have been allocated to produce a poster, you can then start working on how much information you can include. Some tips for you to make your poster effective are:**

* Define the purpose or objectives of your quality improvement project, research, innovation or best practice that you want to present in the poster as succinctly and clearly as possible.
* Discuss how you implemented your project, methods you applied, and resources you used
* Highlight any major findings or outcomes, results or improvements that were made following your project implementation. This section will grab the attention of all staff and the judging panel when voting/scoring your poster. Use graphs, algorithms, figures and pictures to present data and support the text.
* Discuss your final conclusions and this needs to reflect the main objectives of your project
* You may also include a section on suggestions for future work and recommendations on how this project could further develop.

**Other important information:**

* Posters should be size A0 (841x1189mm) in portrait.
* If using Microsoft PowerPoint, an A2 size poster can be used as a starting point for your poster.
* 600 words maximum.
* Submitted electronically to the swbh.randd.generic@nhs.net by Friday 17 May.
* Shortlisted posters will be notified by Friday 7 June and will be required to provide printed versions of the poster ready for display by week commencing Monday 10 June.
* Winners will be announced on Friday 14 June.