



**14th International Health Workforce Collaborative Conference  
Loews Hôtel le Concorde, Quebec City, Canada  
May 7-9, 2013**

**Call for Posters & Guidelines**

**Call for Posters**

The International Health Workforce Collaborative offers the opportunity to share and discuss your current workforce-related research activities. Posters are designed to inform and assist in communicating new information. Presentations will be on display throughout the conference, and four of them (one from each country) will be formally discussed during a concurrent session.

**Process:**

If you are interested in presenting a poster please submit a 500 word summary of your project or research no later than **March 22, 2013**. The submission should:

1. State the objectives, methods and findings, or emerging findings, and any conclusions that can be drawn from your work.
2. Provide the following information:
  - Author(s) name
  - Organization
  - Position
  - Full contact details (email address is essential).
3. Submit poster(s) abstract to the Royal College centralized intake system at:  
[http://RoyalCollege-web.ungerboeck.com/spa/spa\\_p1\\_authors.aspx?oc=10&cc=112092050750](http://RoyalCollege-web.ungerboeck.com/spa/spa_p1_authors.aspx?oc=10&cc=112092050750)

Note: You will have to set up an initial account, please follow the instructions. If you have any technical issues with the submission, please contact [onlinesupport@royalcollege.ca](mailto:onlinesupport@royalcollege.ca) for assistance.

All abstract submissions will be reviewed by a subcommittee of the global planning committee. You will be notified whether the poster has been accepted. Once accepted, you are asked to prepare posters in accordance with the guidelines detailed on the following page. One poster from each country will be selected by the global planning subcommittee for presentation at a concurrent session.

If you have any questions, please contact Christine Smith at [csmith@royalcollege.ca](mailto:csmith@royalcollege.ca).

Please see guideline instructions on the next page.



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Quebec City, Canada  
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**Guidelines for Posters**

Posters reporting workforce research should be presented in a format similar to that for articles in medical journals. Suggested format is:

**Size**

37 inches high x 89 inches wide / 93.98 cm high x 226.06 cm wide

**Banner** (across the top of the poster)

Title (<20 words)

Authors names (last name, first name; affiliation)

**Objectives**

The objective(s) of the study or information should be specified.

**Design** (Approach or Method)

The design of the study should be made explicit (e.g. case control study, descriptive, cohort study or randomised controlled trial).

**Setting**

The setting of the study should be made clear (e.g. national, regional or local).

**Participants**

The group studied should be carefully specified (e.g. specialists in medicine, registered nurse etc).

**Main outcome measures**

The measures of effect should be clearly specified, as should their associated costs.

**Results**

The effects of the intervention/policy should be reported (with statistical tests of robustness if used). Graphs, charts, and tables are encouraged over text.

**Conclusions**

The results and their policy implications should be set out with, where appropriate, indications of future research needs.

Where no detail of any of these items is reported, the reason for these omissions should be made clear.

**Shipping**

If you cannot travel with your poster, it can be shipped to **arrive no earlier than 2 days before the event date.**

Packages should be addressed exactly as indicated below to the attention of:

**Veronique Garneau/The Maitre D'  
Convention Floor, Loews Hôtel Le Concorde  
1225 Cours Du Général-De Montcalm  
Québec (QC) G1R 4W6 CANADA  
For IHWC and c/o Christine Smith**

The hotel has the right to refuse material that has not been prepaid or that does not meet the above-mentioned requirements.

**Note:**

- All final posters are to be submitted in PDF for posting on the IHWC website.
- Contact information should be somewhere in the body of the poster.
- Posters with dense text are discouraged since they tend to be difficult to read.