**National Indigenous Women’s Health Workshop**

***An open, interactive, engagement forum to move towards a National partnership as a united voice in Indigenous Women's Health.***

**Call for abstracts for poster presentations** - due 30th August 2013

**Session description**

The poster presentation session will showcase a variety of clinical, research and health programs and projects related to Indigenous women’s health. All attendees are encouraged to submit as the purpose of the posters is to showcase your work, highlight your priority area in Indigenous women’s health, provide an opportunity to network, share and learn from others. There is no judging of posters and the intention is to be inclusive.

Presenters will be stationed by their posters for the duration of the poster session to facilitate interaction with workshop attendees. The session is scheduled for Friday 25 October, from 13.00pm – 2.00pm (set up times from 8.00am to 9.00am).

**Topic areas**

Posters addressing diverse clinical and research topics, projects and programs within the field of Indigenous women’s health are welcome. Examples of such topics are:

* Leadership and innovation
* Education
* Health promotion
* Healthcare (including service provision)
* Research
* Community action
* Justice

**Requirements**

Presenters must be registered to attend the *National Indigenous Women’s Health Workshop: towards key priorities and a single collective voice in Indigenous women's health* by 30th August 2013.

**Submission deadline**

Abstracts will be accepted until 30th August 2013

**Selection process**

In order to encourage participation, all poster abstract submissions relevant to the field of Indigenous women’s health will be accepted.

**Submission details and more information**

To submit an abstract for a poster, complete the [Abstract Submission Form](#Abstract_submission_form) on page 2 and return by email to Linda Downes, Monash Health at [linda.downes@monash.edu](mailto:linda.downes@monash.edu)

[Poster construction guidelines](#Poster_design_construction_guidelines) are provided on page 4.

For more information, contact Linda Downes at [linda.downes@monash.edu](mailto:linda.downes@monash.edu).

**Poster presentation** **abstract submission form**

Thank you for your interest in submitting an abstract for the poster presentation session at the *National Indigenous Women’s Health Workshop: towards key priorities and a single collective voice in Indigenous women's health* to be held on Friday October 25, 9.00am-5.00pm and Saturday October 26 9.00am–12.30pm in lecture theatre 1 at the Monash Medical Centre, 246 Clayton Road, Clayton, Melbourne, Victoria. Please provide the following information:

|  |  |
| --- | --- |
| **Presenting author information** | |
| Name |  |
| Job position |  |
| Organisation |  |
| Organisation address |  |
|  |
| Phone |  |
| Email address |  |

Topic

Please indicate which area best describes the topic of your poster presentation:

* Leadership and innovation
* Education
* Health promotion
* Healthcare (including service provision)
* Research
* Community action
* Justice
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Contact author information** (if different from presenting author) | |
| Name |  |
| Job position |  |
| Organisation |  |
| Organisation address |  |
|  |
| Phone |  |
| Email address |  |

List all authors in preferred order (include presenting author and other institutional affiliations if different from the presenting author)

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Poster presentation title:

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Abstract (250 – 300 words):

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Abstracts must be submitted in Microsoft word or PDF format as an email attachment to Linda Downes, email [linda.downes@monash.edu](mailto:linda.downes@monash.edu) by Friday 30th August 2013. Late submissions will not be accepted.

Please follow this format when submitting your abstract:

*Name your file:* PresenterLastNamePosterAbstr.pdf

*Example:* SmithPosterAbstr.pdf

**Poster presentation guidelines**

Thank you for your participation in the poster presentation session at the *National Indigenous Women’s Health Worskshop: towards key priorities and a single collective voice in Indigenous women's health* to be held on Friday 25 October 9.00am – 5.00pm and Saturday 26 October 9.00am – 12.30pm in lecture theatre 1 at the Monash Medical Centre, 246 Clayton Road, Clayton, Melbourne, Victoria. Please read this sheet for session information and poster design and construction guidelines.

**Session information**

**Poster session location**

The poster session will be held in the foyer in front of lecture theatre 1 at Monash Medical Centre, 246 Clayton Road, Clayton, Melbourne, Victoria.

**Set up times**

Presentation boards will be provided for poster set-up display. Set up date/ time will be Friday 25 October, 8am – 9am (prior to workshop commencement)

**Poster session time**

The poster session will be held on Friday 25 October 12.30pm – 2.00pm during the workshop lunch recess. Poster presenters should be stationed by their exhibits during this time.

**Take-down time**

Posters should be removed no later than 12noon on Saturday 26 October. Posters remaining unclaimed after this time will be discarded.

Please note that requests for A/V or electrical power cannot be accommodated for purposes of the poster session.

If you have any questions please contact Linda Downes, Monash Health, email [linda.downes@monash.edu](mailto:linda.downes@monash.edu) or telephone (03) 9594 7520 (Mon, Tues or Wed)

**Poster design and construction guidelines**

The following guidelines are intended to assist you with the design and production of your poster. Poster size restrictions are mandatory, however all other guidelines listed below are suggestions rather than mandatory restrictions.

The presentation boards are Velcro or thumbtack compatible and you may tack a pocket folder with handouts or business cards to your display. We will provide thumbtacks and Velcro dots.

**Poster size (mandatory)**

All posters must fit into an A series paper size A0 (84.1cms wide X 118.9cms) high space.

**Content**

* Posters are intended to showcase a program, project or research activity in a graphics format. Posters usually make up to 3 main points – the ‘take home’ message you want to get across. Clarity and brevity are best. Save details for handouts and oral discussion.
* Abstract title, author name(s) and author affiliation(s) should appear at the top of the poster
* Title – choose an easy-to-read typeface
* Headings – use bold-faced lettering
* Text – use at least 18-point type for all paragraph text. Keep paragraph length and complex sentences to a minimum
* Graphics – photos, diagrams, plans, sketches or charts with limited explanatory text are encouraged. Make sure all graphics can be clearly viewed from 1 to 2 meters away.

**Design**

* Plan the layout, considering both the flow of information as well as the visual balance of graphics, text and blank space.
* Colour can be used to add interest and to lead the viewer’s eye through the organisation of your poster. Colour can be added in the backing, in coloured pictures or as multi-coloured graphs/ diagrams.

**Preparation tips**

* Printing: If you don’t have access to a printer which will print A0 size paper, you can have your poster printed by an office supply/ copy centre or order online (here are a couple of links to online poster printers ([www.posterbox.com.au](http://www.posterbox.com.au), <http://www.snap.com.au>). There are many more.
* Mounting: If you want your poster laminated, a copy centre or online poster printing service will do this. You can also mount them on foam core or similar lightweight board using adhesive spray.