

# Content Guidelines for Best Practice Exhibit

## REQUIRED ELEMENTS

- **Best Practice Title:**
- **Presenting author name(s) and title**
- **Institution**
- **Department/Division**
- **Keywords:** What research area(s) are represented in this best practice (e.g., recruitment, patient tracking, and data collection)?

## TECHNICAL INFORMATION

- Posters boards should be 36" x 27", prepared as a PowerPoint slide.
- All images must be licensed
- With notice, ITHS can print the posters

## UNLESS OTHERWISE NOTED, PROVIDE CONTENT ON EACH AREA IN YOUR POSTER

### 1. Description of the Problem

- **Background to the problem:** Why does this problem exist? What is leading up to it? *(If this information is useful)*
- **Problem statement:** What is the underlying problem(s) that precedes the best practice you put into place? Who does this impact?
- **Challenges:** What are the challenges you faced with solving this problem? *(If relevant)*

**2. Goals/objectives:** What are the goals you want to accomplish with implementing this procedure?

### 3. Description of Best Practice

- **Strategy:** State the procedure you identified to solve this problem. What exactly is the best practice you implemented?
- **Methods:** Describe the steps you followed to implement this best practice
- **Outcomes:** What happened when you implemented this procedure? What were the results?
- **Lessons learned:** If you learned some interesting findings from implementing this procedure that others can learn from, share these points *(If relevant)*