

Poster Design, Presentation and Printing Guidance

Creating your Poster

- Mayo Clinic Staff - branded poster templates for both Quality Improvement and Research are available on the quality conference website ([2025 Mayo Clinic Enterprise Quality Conference](#)).
 - Poster content should follow the same headings and information as your abstract, in greater depth.
 - **Posters are not submitted for further approval** and there is no "submission date" required. However, it is recommended that posters be completed no later than one month before the conference to allow for printing if presenting in-person, or one week before the conference to allow teams adequate time to record their VoiceThread presentation if presenting virtually.
 - The same 4X4 PowerPoint Poster Template can be used for both your virtual and printed/in-person poster presentations.
 - The original PPT format file can be submitted for printed posters.
 - It is recommended to convert the PPT file to PDF before uploading to VoiceThread, for the virtual presentation.
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Printing Your Poster

All accepted-abstract submitters are encouraged to attend the quality conference in-person to present their poster.

Non-Mayo Clinic Staff

You can use your institution's poster template for your poster. ***Ensure that the size is NO LARGER than 4'x4'.***

Mayo Clinic Staff

Posters can be printed through Mayo Clinic Media Support Services (MSS). Posters are not submitted for further approval and there is no "submission date" required. However, MSS receives many poster printing requests for quality conferences and other events; so, to ensure your poster is completed in time for the conference, please submit your request as early as possible. **It is strongly recommended to submit your order at least one month prior to the conference date, at the latest.**

"Place an Order" using the blue button on the Media Support Services, Posters-Scientific (Self-Created) webpage:

<https://intranet.mayo.edu/charlie/media-support-services/print/print-services/posters-self-created/>

Answer the questions on the form as indicated below:

- Request Type: Should auto-fill with "**MSS Posters and Signage Requests**"
- MSS Posters and Signage Requests: Should auto-select "**Scientific Research Posters**" from drop-down options
- Subject: **Enter your Poster Title**
- Primary Contact: **Should auto-fill with the requesters name**
- Poster service needed: **Select "Printing Only (self-created PowerPoint file provided)**
- What format is your original file: **Select PC or Mac**
- Poster Size: **Select 4X4 from the drop-down options**
- Select the finishing for your poster: **Select Standard Paper** (Note: There will be no charge to your department if you order standard paper finishing. All other finishing will incur a charge. This is also the greenest printing option; paper posters are recyclable)
- Finished Product Quantity: **1**
- Supplies needed for poster: **Select Velcro tabs**
- Delivery Instructions: choose the best option for you, be sure to consider shipping time
 - Recommended: **General Service Delivery - delivered to internal address in directory (allow 2 days for shipping)**
 - **(Rochester only)** For faster pick-up: **select Pickup MSS Technology Drive Print Shop** - Note: you will receive an email notification when your order is ready.
 - FedEx options are available at additional cost

Poster Design, Presentation and Printing Guidance

- Display location: **Select External Location**
- Note: Standard turn time is 5 business days
- Is the standard turn time sufficient for your request? **Select “Yes” unless order needs to be expedited**
- Additional Instructions: **Add instructions as needed**
- Billing Information: **enter Company Number, Cost Center, and Location Code (all required)**
- Add a 2nd Co/Cost Center: **Select “No”**
- Documents: Upload finished poster PPT file (Note: be sure to use updated, 4x4, Blue Banner poster template, available on the Quality Conference Webpage)
- Submit

Once the form is complete and submitted, you will receive an email confirmation with a job number. Use this number to review and edit your poster prior to the final printing.

You are responsible for getting your poster to the conference location and hanging it for display. Display boards will be provided. Please arrive at the conference location 30-45 minutes prior to the conference start to allow time to check-in, receive your poster location, and hang your poster.

Printed posters will be viewable by in-person attendees throughout the conference, during breaks, lunches, and networking time.

Recording Your Virtual Poster Presentation (VoiceThread)

Attendees with accepted abstracts that are unable to attend a conference in-person may record a virtual poster presentation. In-person attendees may also record a virtual poster presentation in addition to their printed poster.

Follow the **Presenter VoiceThread Quick Guide** instructions, available on the [2025 Mayo Clinic Enterprise Quality Conference](#) webpage, to access VoiceThread, create an account, join the *2025 Mayo Clinic Enterprise Quality Conference* group, upload your poster file/media, and record your voice-over presentation.

Virtual Poster Presentations are pre-recorded and may be accessed asynchronously by registered attendees of the 2025 Mayo Clinic Enterprise Quality and Patient Experience Conference.

It is **strongly recommended that presentations be recorded one week before the conference date**, to avoid any last-minute challenges.

Additional poster presentation tips:

- It is recommended to **convert your PPT file to PDF** before uploading to VoiceThread, to preserve the original formatting when displayed.
- **Be sure to Title and Tag your presentation:** Adding a short descriptive title and tags will help attendees search for posters/presentations that they are interested in viewing.
- **Be brief and concise:** Keep your presentation to a maximum of 5 minutes. Provide the highlights of your project and learning. Like an in-person conference, attendees will only have a few minutes to view each poster/presentation.
- **Keep it a poster presentation:** Do not turn the presentation into a slide show. Most teams will use a PowerPoint slide for their poster image because the poster templates are in PowerPoint. However, resist the urge to add additional slides. Present your poster as you would at an in-person poster session. You should only have one slide (the poster), the additional instruction slide in the template can be deleted from your presentation.
- **Do not read your poster word for word:** Attendees can read your poster for themselves. Try to provide a summary of the most relevant information, while also telling the story of your project experience.
- **Follow the flow:** Follow the logical flow of the poster and try to avoid jumping back-and-forth between sections. Be sure to call out what section of the poster you are speaking to, as you go, so attendees know where in the poster to direct their attention.
- **Involve your Team:** Try to find a way for every author on your team to participate in the presentation. Some team members might participate in recording the presentation or responding to attendee comments.

Poster Design, Presentation and Printing Guidance

- **Interact and engage:** As a default, all attendees can provide verbal or text comments in your VoiceThread presentation. Each time a comment is added, the person who created the VoiceThread will receive an automated email notification. Teams are strongly encouraged to monitor and respond in real-time to any comments submitted during the poster session.
- **Zoom:** Optionally, you may also choose to have a zoom “room” for live discussion during the poster session. If you choose this option, post a zoom link as a text comment on your first slide.

Displaying Your Poster in Rochester - Poster Set-Up and Takedown

Posters will be displayed at the **Hilton Hotel** at 10 East Center Street, Rochester, MN in the 4th floor ballroom.

You may set up your poster on Monday, July 14, between 2:30 p.m. – 4:30 p.m., or Tuesday, July 15 after 7:00 a.m. All posters must be removed by 5:00 p.m. on Wednesday, July 16. Posters that are not removed by this time will be discarded. Note: it is the sole responsibility of the author(s) to both set-up and take-down posters.

Posters are **not** being pre-assigned to posterboard locations/numbers. When you arrive to hang your poster, you will hang it in an empty spot then submit the poster information (title, lead author) and posterboard number via QR code that will be provided at the conference location. If you would like to have your poster displayed adjacent to another poster, plan to arrive and hang your posters together or assign one person to hang both posters.

Reminder: Due to the number of posters and space constraints, it is imperative that poster sizes be no larger than 4' x 4'.

Unfortunately, we're unable to accept posters sent by mail.

Poster Viewing Times

Posters will be viewable during breakfast, breaks, and lunch. The exact times are available in the program schedule on the conference website. Please plan to have at least one member of your team available near your poster **during lunches** to speak with attendees.