

# APAC Forum 2017

## Video Poster Guidelines

### Presenter Terms and Conditions

By submitting a poster to the APAC Forum 2017 you are agreeing to the following terms and conditions:

- I confirm that the content of my poster is factually correct and is my own work and I am authorised to share this information publicly.
- I understand that, while I retain ownership of copyright of my poster presentation, the Forum Organisers and the APAC Forum 2017 may publish my poster or video poster and any biographical information provided by me, on printed media, on the Ko Awatea website or on the APAC Forum 2017 website, video of proceedings, on the APAC Forum Mobile APP or via social media.
- I understand I should not use my poster as a means of selling my organisation's products or services.
- I understand that each poster must be accompanied by at least one designated presenting author; this person must register and attend the conference and can only represent the one poster.
- I understand that all successful submissions will automatically be entered into the competition for Best Poster across all categories.
- I understand that I will be notified of the outcome of my submission and will submit my final poster by the specified deadline.

### Conference Themes

During the poster portal registration process you will be asked to select one or more theme's that relate to your poster, these will be use to search and group your poster

<b>LEAD</b>	Outfit yourself, and your people, with the authentic leadership qualities required to reach new heights. Chart a course for emerging leaders and create an environment that empowers people to tackle their own ascent.
<b>INNOVATE</b>	Hear from early adopters about the benefits and lessons learned from implementing digital solutions for clinical enablement. Are we using technology to its potential - where it's improving healthcare processes, producing meaningful information, and ultimately improving patient outcomes?
<b>GROW</b>	Cultivate your passion and resilience to enable yourself, and your teams, to compassionately contribute to the health of your population. Your wellbeing affects that of those in your care too. Allow yourself to reflect on what you do, why, and restore your energy.
<b>INTEGRATE</b>	Hear from people who have spearheaded integration campaigns to close the gap between primary and tertiary health services, and those who are proactively working with our colleagues from related sectors. Map a patient pathway that delivers improvements in accessibility, reliability, and patient safety while reducing costs.
<b>CHANGE</b>	Achieving the scale of change that is required in healthcare systems globally will require big thinking, cultural transformation, operational excellence, and durability. Hear from pioneers who are leading large-scale disruptive change.
<b>DESIGN</b>	At the centre of what we do is the desire to design services that provide excellence in quality and patient safety. Take a look at best practise examples from high performing organisations and learn how they have designed optimal services which result in excellence as measured by in quality standards and accreditation.

## Project Approaches

During the poster portal registration process you will be asked to select one project approach that best describes the approach used in the subject of your poster relate, this will be use to search, group and judge your poster

- Community Organising
- Improvement Science
- Patient Experience & Co-Design
- Research & Evaluation
- Systems Science & Technology

## What you need to know to upload your video poster

10 video posters will be selected to be shown at the APAC Forum 2017, please ensure your video poster template document has been upload to the poster portal by the Wednesday 12<sup>th</sup> July, we will notify you by Wednesday 02<sup>nd</sup> of August if your video has been selected for display at the APAC Forum 2017.

**You may create you poster in any vimeo compatible format**

Below is the process you will need to follow for Video Posters submission

- Create a Vimeo account, if you don't have an existing one by visiting: [www.vimeo.com](http://www.vimeo.com), a free account will give you 500MB upload quota.
- Upload your video ensuring Privacy is set to "Anyone can see this video" and permission for others to download and add them to collections is allowed, which is done in their Vimeo account setting
- Then on the APAC Forum poster portal, you need to upload the Video Poster Template Word Doc, completed with the Poster Title, Presenting Author and a link to their video (which can be copied when you select "share" on Vimeo)
- Ensure you select video poster for the poster submission type

## Poster Content Guidelines

Please remember these are guidelines, they are intended to help you provide a comprehensive insight into your project/research.

The judging criteria are based on these guidelines, we are aiming to support sharing great work and best practice

Poster section suggestions	Guideline reference
<ul style="list-style-type: none"> <li>• The Problem</li> <li>• Background</li> <li>• Introduction</li> <li>• The Question</li> <li>• The Objective</li> <li>• The Aim</li> </ul>	<p><b>Problem:</b> What was the specific problem or challenge that you set out to address? How was it affecting patient/client care?</p>
	<p><b>Assessment of problem and analysis of its causes:</b> How did you quantify the problem? Did you involve staff at this stage? How did you assess the causes of the problem? What solutions/changes were needed to make improvements?</p>
<ul style="list-style-type: none"> <li>• Interventions</li> <li>• Strategy for change</li> <li>• Change Package</li> </ul>	<p><b>Intervention:</b> Describe the intervention used with sufficient detail so that others could reproduce or adapt it.</p>
	<p><b>Strategy for change:</b> How did you implement the proposed change? What staff or other groups were involved? How did you disseminate your plans for change to the groups involved? What was the timetable for change?</p>
<ul style="list-style-type: none"> <li>• Improvement Science Methodology</li> <li>• Research Study Design</li> </ul>	<p><b>Improvement Science Methodology:</b> describe the methodology chosen (for example: the Model for Improvement, Lean, Patient Experience) why it was chosen and how it was applied.</p> <p><b>Study design:</b> <i>if your study was formal research</i>, then describe the study design (for example, observational, quasi-experimental, experimental) chosen for measuring the impact and outcomes.</p>
<ul style="list-style-type: none"> <li>• Measurement</li> <li>• Measures of success</li> </ul>	<p><b>Measurement of improvement:</b> How did you measure the effects of your planned changes? Describe the analytical methods used and the results obtained.</p>
<ul style="list-style-type: none"> <li>• Results</li> <li>• Effects of Change</li> <li>• What we found</li> </ul>	<p><b>Effects of changes:</b> What were the effects of your changes? How much did these changes resolve the initial problem? How did this improve patient/client care? What problems were encountered with the process or with the changes?</p>
<ul style="list-style-type: none"> <li>• Lessons Learned</li> </ul>	<p><b>Lessons learnt:</b> What lessons have you learnt from this work? What would you do differently next time</p>
<ul style="list-style-type: none"> <li>• Patient Feedback</li> <li>• So what?</li> <li>• Next steps</li> <li>• Recommendations</li> </ul>	<p><b>Message for others:</b> Based on this experience, what is the main that you would like to convey to others? Discuss what your findings mean for patients, staff and/or systems of care.</p>
<ul style="list-style-type: none"> <li>• Conflicts of interest <i>(if applicable)</i></li> </ul>	<p><b>Please declare any conflicts of interest below:</b> Who has funded your research; any other competing interest which could be connected with your work (for example, advisory roles or business interests</p>