

APAC Forum 2017 ePoster 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 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

LEAD	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.
INNOVATE	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?
GROW	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.
INTEGRATE	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.
CHANGE	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.
DESIGN	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 eposter

Please ensure your draft ePoster template document has been upload to the poster portal by the Wednesday 12th July, we will notify you by Wednesday 02nd of August if your ePoster has been selected for display at the APAC Forum 2017.

- Create an APAC Forum account and contacts on the poster portal (link provided on the webpage)
- Create your ePoster using the template provided on the webpage
- Return to your APAC account and complete the ePoster details and upload the template document. Both the details and your ePoster file will remain editable on the portal until you press the “submit” button
Please note the poster details will be used to categorise and search for your poster. Please also remember you are attending an International Conference and abbreviation’s may not be widely understood
- There is an option to choose to have our local research and improvement experts provide feedback on your poster, if you wish to receive feedback please indicate this during the submission process
- Following acceptance of your poster there will be an opportunity for you to edit and finalise your poster. Adding any additional data or results. **Final posters must be submitted by 15th August 2017**

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"> • The Problem • Background • Introduction • The Question • The Objective • The Aim 	<p>Problem: What was the specific problem or challenge that you set out to address? How was it affecting patient/client care?</p>
	<p>Assessment of problem and analysis of its causes: 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"> • Interventions • Strategy for change • Change Package 	<p>Intervention: Describe the intervention used with sufficient detail so that others could reproduce or adapt it.</p>
	<p>Strategy for change: 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"> • Improvement Science Methodology • Research Study Design 	<p>Improvement Science Methodology: describe the methodology chosen (for example: the Model for Improvement, Lean, Patient Experience) why it was chosen and how it was applied. Study design: <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"> • Measurement • Measures of success 	<p>Measurement of improvement: 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"> • Results • Effects of Change • What we found 	<p>Effects of changes: 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"> • Lessons Learned 	<p>Lessons learnt: What lessons have you learnt from this work? What would you do differently next time</p>
<ul style="list-style-type: none"> • Patient Feedback • So what? • Next steps • Recommendations 	<p>Message for others: 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"> • Conflicts of interest <i>(if applicable)</i> 	<p>Please declare any conflicts of interest below: Who has funded your research; any other competing interest which could be connected with your work (for example, advisory roles or business interests</p>