

Things to consider when making a QI poster

- **What are the submission instructions from the conference?**
 - Orientation; horizontal or vertical?
 - Size; what is the maximum size for the conference?
 - Branding; which logos should you use?

- **What are your key messages?**
 - Why did you want to share your work and what do you want people to remember about your work? Consider this before constructing the content.

- **What goes into your poster?**
 - QI posters generally contain the following elements.
 - Project title (make this catchy and interesting) and the people involved
 - Background / initial problem / quality issue
 - Aim
 - Method/strategy for change and the measures you collected
 - Results/ effects of change- show us your PDSA data
 - Conclusions/ learning and what's next?
 - Tell the reader a story and link each element together. When you start writing, begin with the conclusion and work backwards, keeping a focus on the three key messages that you want your reader to remember.
 - Use simple language
 - Imagery
 - Can your data be presented in an infographic? Learn how you can make infographics with [our short video](#).
 - Do you have permission to use an image?

- **What to make your poster on?**
 - We like to use a PowerPoint slide which you can save as a PDF and have it printed or present it virtually.
 - Download our [dimension template for making a QI poster here](#).
 - Take inspiration on [poster design from examples](#).

- **What is the format of the poster?**
 - Think about using spirals, triangles and bubble shapes
 - Blank space is your friend, don't over fill your poster
 - Use two-three colours and think about how these sit alongside your project's/organisation's brand.

- **What's next?**
 - Feedback
 - Ask your colleagues and mentor to review the poster and give you feedback. Is it readable? Does it make sense?
 - Printing
 - Check with your local university printing services (you don't have to be a student to access these services) and your organisation's printing costs
 - Printing on fabric can be a good option if you need to travel with the poster
 - Presenting your poster
 - Focus on the key messages in your poster
 - Demonstrate how you used Quality Improvement methodology in your project
 - Tell the judges what's next and the impact of your work
 - Think about the questions that you could be asked by the judges and prepare how you'd answer.