

El Rio Health Poster Fair

2026 Poster Presenter Guide

Thursday, May 7th, 2026 • 1:00 – 6:00 PM
Manning House Ballrooms • 450 W. Paseo Redondo • Tucson, Arizona

We are excited to welcome poster presenters from across the region to share research, quality improvement initiatives, and innovative approaches to improving primary care.

Please review the guidelines below to prepare for the event and ensure a smooth judging process.

Poster Fair Schedule (Thursday, May 7th, 2026)

1:00–2:00 PM	Poster Presenter Check-In & Poster Setup
2:00–2:30 PM	Group A Judges Check-In & Orientation
2:30–3:30 PM	Group A Judging Block (Posters 1–24) Judges work in pairs and will evaluate four (4) assigned posters during their block.
3:00–3:30 PM	Group B Judges Check-In & Orientation
3:30–4:30 PM	Group B Judging Block (Posters 25–48) Judges work in pairs and will evaluate four (4) assigned posters during their block.
4:30–5:30 PM	Networking Reception & Judges' Deliberation Doors open for general attendees. Heavy hors d'oeuvres and refreshments provided.
5:30–6:00 PM	Poster Awards & Recognition Awards celebration, prizes, and recognition of top posters.

Doors open to general attendees during the networking reception.

Poster Presenter Responsibilities

Submit Your Final Poster

Please upload your final poster as a PDF by: **April 21st, 2026**

Upload your poster to our designated Dropbox folder here:

<https://www.dropbox.com/request/o9KgXTZtduu3Ny9qeAq9>

Uploading posters in advance by the stated deadline is required for all presenters.

Prepare a Short Oral Summary

All presenters should prepare a **2 to 3-minute oral summary** of their project. This brief overview should explain:

- The problem or question your project addressed
 - What you did (methods or approach)
 - Why it matters to patients, communities, or health systems
 - Key findings or lessons learned
 - Your oral project summary helps judges quickly understand the significance of your work.
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Presenting to Judges

Each poster will be reviewed by **two judges working together as a pair**. Important things to know:

- You will present your project only once to your assigned judges.
- Judges will visit your poster together and listen to your summary.
- Judges will score your poster independently using a digital scoring form.
- Your final score will be calculated as the average of the two judges' scores.

Poster Preparation Guidelines

Poster Size

Posters must be formatted to **48" wide × 36"** high (landscape orientation).

This size is required for proper display on the poster boards at the event and ensures a consistent format for post-event sharing and display on the summit website.

Poster Template (Optional, Recommended)

An optional PowerPoint (.pptx) poster template is available to help ensure consistent formatting and readability.

Download the poster template here: <https://tinyurl.com/3nc5n99a>

This template is:

- Created in **Microsoft PowerPoint** for ease of use
- **Pre-sized to the required 48" × 36" (landscape)** dimensions
- Optimized for high-quality, large format printing
- Structured with recommended sections, font sizes, and layout guidance

Use of the provided template is strongly encouraged.

Finalizing and Submitting Your Poster

Once your poster is complete, please follow these steps:

- 1. Review your poster**
 - Ensure all text is legible and properly aligned
 - Double-check spelling, formatting, and figure labels
- 2. Export your poster as a PDF**
 - In PowerPoint, select:
File → Save As → PDF

This ensures formatting is preserved for printing and review

- 3. Upload your final poster by April 21, 2026**
 - Submit your poster using this link:
<https://www.dropbox.com/request/o9KgXTZduu3Ny9qeAq9>
 - **Posters must be submitted as a PDF file.** PowerPoint files will not be accepted.

Poster Printing Guidelines

Presenters are responsible for printing **and** bringing their own poster to the event. **On-site printing will not be available.**

Printing Tips

- Heavyweight matte paper is recommended for durability and readability
 - Foam board mounting is not required
 - Posters will be mounted using push pins
 - Mounting materials will be provided at the event
 - Poster display stands measure **8 ft × 4 ft**
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Local Printing Option (Optional)

Many presenters choose to print their posters at local print shops. One commonly used option is:

Reproductions Inc. (Tucson)

234 E 6th St, Tucson, AZ 85705

(520) 622-7747

<https://reproductionsinc.com/>

They offer affordable large-format poster printing and are familiar with academic conference posters. Presenters are welcome to use **any printer of their choice.**

Printing Timeline

Printing your poster **several days in advance** is strongly recommended to avoid last-minute issues.

Day-of Event Logistics

Location:

Manning House Ballrooms A & B
450 W Paseo Redondo
Tucson, Arizona

Parking:

Validated parking will be available at the Tucson City Parking Garage located across the street (South) from the Manning House.

Check-In & Setup:

Poster presenters should arrive between **1:00–2:00 PM** to:

- Check in and receive name badge
- Locate assigned poster board
- Mount poster and prepare for judging
- All posters should be fully set up **no later than 2:10 PM**.

Your assigned poster number and a floor map will be shared via email prior to the event.

Poster Judging Process

Poster judging will occur during two scheduled sessions:

- **Group A:** 2:30–3:30 PM
- **Group B:** 3:30–4:30 PM

Your assigned judging group will be shared in advance via email.

Typical Poster Judging Interaction (~15 minutes)

Each poster interaction typically includes:

- **~3 minutes:** Presenter overview
- **~7 minutes:** Discussion and questions from judges
- **~5 minutes:** Judges complete scoring before moving to the next poster

Judges evaluate four posters during their assigned judging session.

Presentation Tips

Practice Your 3-Minute Summary

Rehearse your overview so you can explain your project clearly and confidently.

Focus on the Big Picture

Judges want to understand:

- What problem you addressed
- Why the work you are presenting matters
- What impact it may have on patient care or health systems

Be Ready for Questions

Judges may ask about:

- Methods or design
- Implementation challenges
- Lessons learned or next steps

Awards & Networking Reception

Following the judging sessions, presenters and attendees are asked to stay for the **Networking Reception and Awards Celebration**. The reception includes refreshments, informal networking, and final deliberation by judges.

Poster awards will be announced and prizes given during the closing Awards Celebration from **5:30p – 6:00p**.

Award categories include:

- **Carlos M. Flores, MD “Create Tomorrow” Best Overall**
- **Innovation**
- **Community Impact**
- **Relevance**

Contact Information

For questions about the poster fair or presenter logistics, please contact:

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