

**Instructions for Posters and E-posters for the  
2022 Nursing Research Summit and Malasanos Lectureship  
April 8, 2022**

**A. You are displaying a printed poster on a tri-fold poster board:**

**College of Nursing submissions:** You will find detailed guidelines for preparing your poster and templates for the large (4' x 3') tri-fold format posters at: [Tri-fold template instructions](#)  
Please be sure your mentor has approved your poster before it is printed.

You can choose where to print your poster. Two local options are the Architecture Lab and Target Copy. The Architecture Lab is in Room 118 in the School of Architecture on campus. The Lab charges \$3.00 per linear foot on bond paper. Technology consultants are available to help. You will need a valid Gatorlink account to print. If you have questions, please call the Architecture Lab at 392-1009. Target Copy (372-0215) on Archer Road or West University Avenue (376-3826) can print your poster on regular bond, heavy coated or glossy paper. Please call for current pricing.

NOTE: The tri-fold boards are 4' x 3', so you must print a 4' x 3' poster. **You are responsible for providing your own tri-fold poster board.** You will set up your tri-fold on a designated table on the first floor the morning of the Research Summit. Be sure to have your board set up by 8:30 am.

You must email your final poster PowerPoint slide by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). *Your poster will not be judged if your PowerPoint slide is not received by the deadline.*

**UF Health/Shands submissions:** Please contact Dr. Mendy Dunn at 352-265-0141 or [edun0001@shands.ufl.edu](mailto:edun0001@shands.ufl.edu) for your poster template.

You must email your final poster PowerPoint slide by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). *Your poster will not be accepted if your PowerPoint slide is not received by the deadline.*

Target Copy (372-0215) on Archer Road or West University Avenue (376-3826) can print your poster on regular bond, heavy coated or glossy paper. Please call them for current pricing.

**VA submissions:** Please contact Dr. Shirley Simpson at 352-548-6000, ext. 5440 or [Shirley.Simpson@va.gov](mailto:Shirley.Simpson@va.gov) for your poster template.

You must email your final poster PowerPoint slide by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). *Your poster will not be accepted if your PowerPoint slide is not received by the deadline.*

Target Copy (372-0215) on Archer Road or West University Avenue (376-3826) can print your poster on regular bond, heavy coated or glossy paper. Please call them for current pricing.

## **B. You are presenting an Asynchronous virtual E-poster:**

**Do not print your poster.** Go login to the VoiceThread Group link and upload your E-poster presentation directly, open the presentation in VoiceThread, and record a 5 minutes and under (maximum) presentation voice-over. **You will not be able to upload an already narrated PowerPoint into VoiceThread.** The foundation is uploaded first (whether that be slides, a PDF file, etc.) and then the voice over presentation is layered on top. Once a student shares their presentation with the group, others can open/play the presentation and leave in-line comments at various timestamps throughout the presentation.

Research Summit VoiceThread Group

link: <https://ufl.voicethread.com/groups/subscribe/23568628/5c441ae75/>

Guides to help you: [Guide for Creating](#) [Guide for Commenting](#) [Guide for Sharing](#)

E-posters (Power Point slide plus voice over presentation) will be available for viewing on the day of the Research Summit between 10:45 AM and 11:45 AM on an automatic rotation.

You must email your final e-poster PowerPoint file by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). Your poster will not be accepted or judged if your PowerPoint slide is not received by the deadline.

**College of Nursing submissions:** You will find detailed guidelines for preparing your PowerPoint slide at: <http://research.nursing.ufl.edu/doctoral-students/research-day-2016/posterresources/poster-templates/>.

You must email your final poster PowerPoint slide by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). *Your eposter will not be accepted if your PowerPoint slide is not received by the deadline.*

**UF Health/Shands submissions:** Please contact Dr. Jeanette Green at 352-273-6629 or [GREJEA@shands.ufl.edu](mailto:GREJEA@shands.ufl.edu) for your poster template.

You must email your final poster PowerPoint slide by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). *Your poster will not be accepted if your PowerPoint slide is not received by the deadline.*

**VA submissions:** Please contact Dr. Shirley Simpson at 352-548-6000, ext. 5440 or [Shirley.Simpson@va.gov](mailto:Shirley.Simpson@va.gov) for your poster template.

You must email your final poster PowerPoint slide by **Friday, March 25th** at noon to Amanda Goldsmith ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)). *Your poster will not be accepted if your PowerPoint slide is not received by the deadline.* If you have any questions, please contact Amanda Goldsmith at 352-273-6321 or email her at [amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu).

**Remember: Everyone must email ([amanda.goldsmith@ufl.edu](mailto:amanda.goldsmith@ufl.edu)) their PowerPoint poster slide by Friday, March 25th at noon.**