**HIPRC Poster Checklist**

Overall

* Is the title in a Serif font (e.g. Times New Roman) and the poster body in a Sans Serif font (e.g. Arial)?
* Are the poster margins large enough so that they won’t be cut off in printing? Refer to help for how to change the size of your document and measure the grid lines.
* Do the headings follow the rule of visual hierarchy? (i.e. size of font should align with importance – section titles, sub section headings, table and figure headings, text…)
* Is the text all the same font and size for your background/methods/discussion sections?
* Is all the text in your sections and in your tables/figures large enough to read?
* Have you spelled out acronyms at least once the first time you use it? Are you using acronyms for the remainder of the text?

Title Banner

* Make sure to double check affiliations and degrees of your co-authors so that they are correct.
* Is the official HIPRC logo included? Is the UW logo (as appropriate) included?

Background

* Be brief.
* Is the text concise? Do not include full sentences (or at least no compound sentences).
* Only include information that is directly relevant to the question that you are answering in your research – not an overview of the entire field.

Methods

* Is the study design correctly identified and included on the poster?
* Are the methods clearly laid out – i.e. do they list everything you did in the order that you did them (or the logical order that they most make sense)?
	+ Are they specific enough? (e.g. instead of “regression analysis,” use “multivariate logistic regression with a logit link”).
	+ If you are using model-based approaches, clearly define what variables were in each of your models and now they were included (continuous, categories, etc.) since the interpretation of one variable depends on all other variables that are included in the model.
* Is your exposure and outcome defined (if appropriate)?
* For qualitative methods, instead of listing ‘qualitative analysis’, use ‘content analysis,’ ‘inductive or deductive,’ or ‘grounded theory’ to be more specific.
* Do the methods address everything that was set out in the Aims? Do the methods lay out everything that is presented in the results?
* Have you defined any terms that are not self-explanatory?

Results

* Do not have results that were not introduced in your methods section.
* Do figures and table headings appear above the figures?
* Is there a Table 1?
	+ Is it formatted in n (%) for categorical data, and mean [SD] or median [IQR] for continuous data?
	+ Do the %’s add up correctly across rows or columns?
	+ Do the % values exclude missing values? How are missing values treated?
* No p-values in Table 1!
* Are colors used appropriately? (i.e. use the same color to represent the same thing throughout your poster. Don’t use the same color to represent different categories/themes in two figures).

Conclusion

* Do your conclusions logically come from your results? Is there anything in the conclusions that you didn’t discuss in results?
* Are the implications/conclusions stronger than the evidence allows?

References/Acknowledgements

* Co-authors should NOT be mentioned in the acknowledgements – they should be in the author list.
* Are images cited?
* If you are using a QR code for your references, does it actually go to where you think it will?

Equity:

* Are categories of races and ethnicities capitalized? (e.g. Black not black).
* Are racial categories disaggregated? If unable due to identifiability concerns, are categories not White-centric? (e.g. Persons of Color instead of White and non-White).
	+ If unable to disaggregate, should have a footnote in table explaining why.
* Is sex vs. gender correctly labeled?
* Is language non-pejorative?
	+ i.e. minimize terms like “mental illness,” say “died by suicide” instead of “committed suicide,” refer to “firearm injuries and deaths” instead of “firearm violence,” use “older adults” instead of “elderly.”
* Is language person-centered? (e.g. persons with limited English proficiency instead of limited English proficient patients)
* Do your models include the appropriate equity categories?
* Are chosen colors accessible / visually pleasing?