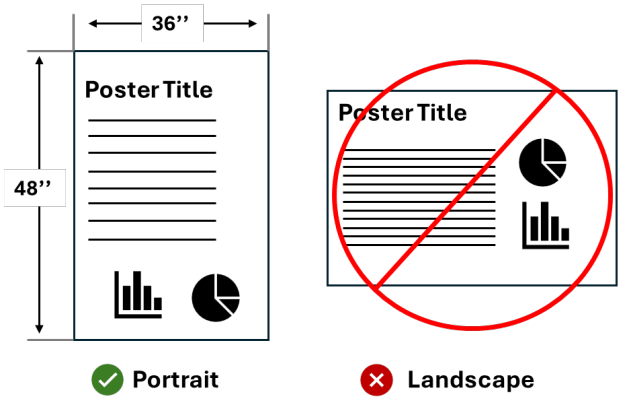
1) New this year – Poster Size and Orientation (Required)

a) Two posters will be placed on each 4 ft (tall) × 6 ft (wide) display board.

b) Each poster must be 4 ft tall × 3 ft wide, PORTRAIT.

c) Posters that do not meet these dimensions may not be displayed.

Posters should be no larger than 3ft wide by 4 ft tall and designed in portrait layout (not landscape)



2) Use the 2026 PowerPoint Poster Template

a) An example template is available, set to 4 ft × 3 ft portrait.

b) It includes locations for required sections and sample logos.

c) We strongly recommend starting from this template.

3) Quick Checklist for Presenters

a) Powerpoint slide size is set to portrait, 38 in width x 48 in height.

b) All content fits inside the page with margins.

c) Fonts are simple, high-contrast, and large enough to read from about 4 feet

d) Required VA sections appear:

   i) VA affiliation

   ii) Statement of Importance for Veterans,

   iii) VA research support (if applicable),

   iv) Disclaimer

e) LEAF printing request submitted to Medical Media by April 1, 2026 (https://leaf.va.gov/VISN8/673/commsandmediaservicerequestsystem/

   i) Poster file submitted as powerpoint file (NOT PDF)

4) General Poster Design Requirements

a) Poster fits within the allotted 4 ft × 3 ft space.

b) Text is clearly labeled and legible from about 2 yards.

c) Use bold, dark text on a light background.

d) Use simple serif fonts (e.g., Arial); avoid decorative fonts and all caps.

e) QR code is optional.

5) Required VA Content

a) **VA Employment**

   i) List VA title, VA facility, city, and state.

   ii) Add academic title/school if applicable.

   iii) If solely VA-funded, list VA affiliation first.

b) **Statement of Importance for Veterans**

   i) Clearly labeled section.

   ii) Plain language.

   iii) Explains why the research matters for Veterans and/or VA care.

c) **VA Research Support**

   i) If directly funded by VA, include the standard funding statement with award type and number.

      (1) "This work was supported (or supported in part) by (type of award, e.g., Merit Review, Career Development Award, Pilot Project) Award # (award/project number, e.g., I01 RX000123) from the United States (U.S.) Department of Veterans Affairs, (as applicable, BLRD, CSRD, HSRD, CSP, MVP)."

   ii) If VA research without direct funding, state that it was supported with VA resources and facilities.

      (1) "This work was supported with resources and the use of facilities at the James A. Haley Veterans Hospital."

d) **Disclaimer**

   i) Include a statement that "The contents do not represent the views of VA or the United States Government."

6) Poster Sections and Content

a) **Title Area**
   i) Title centered at top.
   ii) Authors (with credentials) below title; affiliations below authors.
   iii) Title very large and bold; authors large enough to read from ~10 feet.

b) **Headings**
   i) Consistent font and size for all headings.
   ii) Bold, dark, and readable from ~4 feet.

c) **Body Text**
   i) One simple serif font throughout.
   ii) Readable from ~4 feet.
   iii) 1.5–2.0 line spacing.

d) **Suggested Sections**
   i) Background/Introduction (brief; end with purpose/research question).
   ii) Statement of Importance for Veterans (required).
   iii) Methodology (design, participants, instruments, procedures).
   iv) Results (main findings; tables/figures labeled; largest section).
   v) Discussion (interpretation, relation to prior work, implications).
   vi) Conclusion (key findings, future directions).
   vii) Acknowledgments/Funding/Disclaimer/VA Employment.

e) Recommended Font Sizes (4 ft × 3 ft Poster)
   i) Title: 80–90 pt, bold
   ii) Author names: 50–60 pt, bold
   iii) Section headings: 34–40 pt, bold
   iv) Body text: 24–32 pt
      (1) If body text is below ~24 pt, shorten the text instead of shrinking the font.
   v) Captions/footnotes: 18–24 pt

f) Logos
   i) VA only allows one logo (see attached poster template). If your logo does not comply, Medical Media will remove it during the printing stage.
   ii) TVAREF supported research must contain the TVAREF logo on the poster.

7) PowerPoint Setup

*You can skip these steps if you use the template.

a) Design → Slide Size → Custom Slide Size.

b) Width = 36 in, Height = 48 in, Orientation = Portrait.

c) OK → Ensure Fit.

8) Printing (LEAF requests must be submitted by April 1, 2026)

a) LEAF walkthrough

i) Navigate to medical media's LEAF Page (must be on VA intranet)

(1) https://leaf.va.gov/VISN8/673/commsandmediaservicerequestsystem/

ii) Select "Graphics"

iii) Enter assigned service (contact your VA supervisor if unclear)

iv) Enter:

(1) Title of request

(2) Name of requestor

(3) Name of Service Chief

(4) Graphics Due Date

(5) Is this project for Patient Education Material?

(a) NO

(6) What kind of product do you require?

(a) Posters/Signs – with option to print

(7) Please choose an option.

(a) Print Only

v) What kind of paper would you like your print on?

(1) Matte (flat finish)

vi) Please select print size

(1) Custom size (width limit is 42 inches)

vii) Please type custom size

(1) 3 ft wide x 4 ft tall

viii) Do you want the print mounted on Foam Core Board?

(1) No

ix) Please describe your project in detail. Next you will be able to upload any images, graphics and documents you'd like.

(1) N/A

x) Upload images, graphics or documents.

(1) Upload file as powerpoint file. PDF files should not be used in case Medical Media needs to edit the file.

b) What to expect after submitting

i) You will receive an email notification to acknowledge receipt

ii) You will receive an email notification with pick up instructions within 3-4 days

iii) If any issues with processing your request, Medical Media will contact the submitter.