

2024 SPH Research and Scholarship Week Poster Competition Judging Handbook

Thank you for volunteering to serve as a poster judge. Please use this handbook as a guide to navigate various features of our virtual Poster Competition. Below is a summary of the competition process followed by detailed instructions for each activity. We appreciate your time and efforts!

What to expect as a virtual poster judge:

1. The poster competition will be hosted by Fourwaves and registration is required. Registration is free.*
2. Registered judges will be assigned posters and will receive a follow-up email from Fourwaves with a link to their poster assignments.
3. A link to the poster showcase will be available on the Poster Competition webpage:
<https://go.uic.edu/sphpostercompetition>
4. Judges should view, read, and add any questions or comments that they may have between the dates of **April 1st – April 3rd**.*
 - Judges will be limited to a maximum number of 2-3 questions per poster to allow time for students to respond to multiple judges.
 - Students are expected to respond to questions by **Thursday, April 4th**.
5. After students have responded, judges will be responsible for scoring their respective poster assignments. A sample evaluation form is available on pg. 15.
6. Evaluations are due **Sunday, April 7th** and must be submitted through Fourwaves.*
7. Scores will be averaged to determine award recipients and awardees will be announced after judge scores are received.

If you have any questions or concerns, please contact sph-research@uic.edu.

**Step-by-step instructions are available below.*

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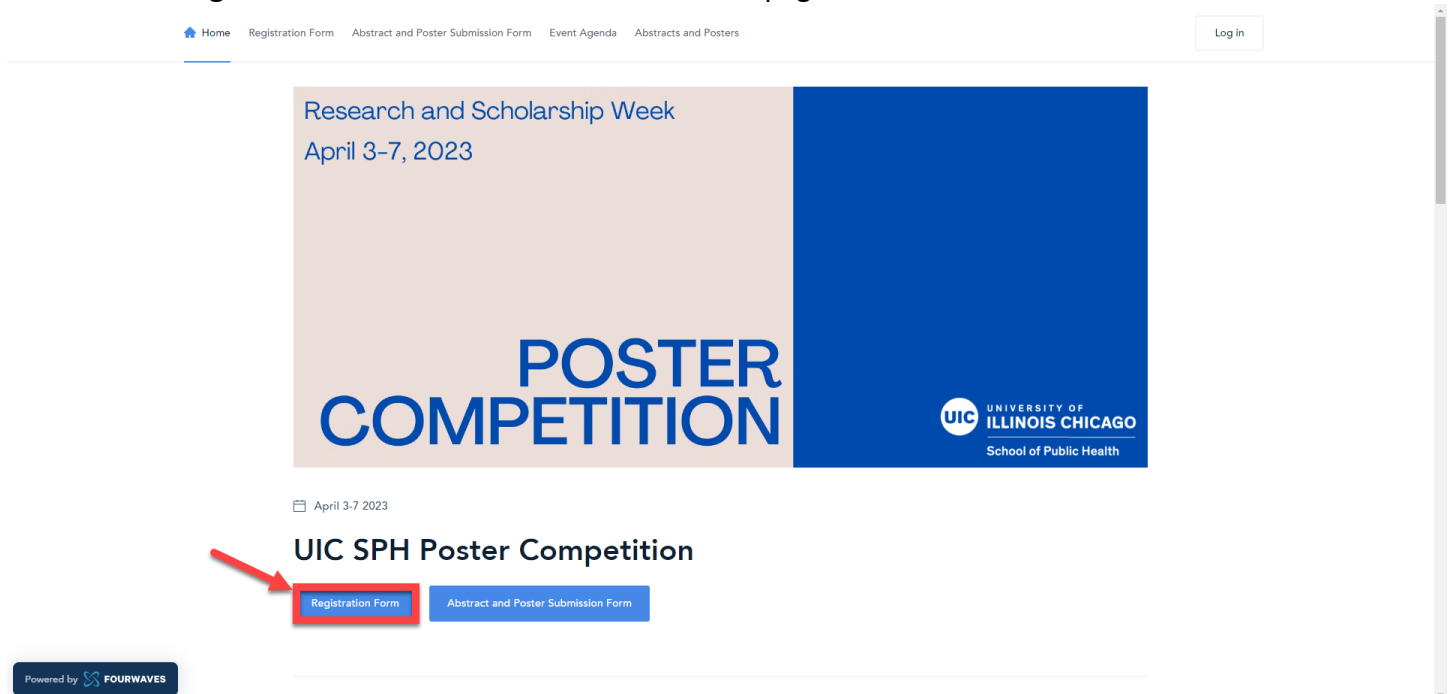
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| View, comment, and interact with posters | pg. 7 |
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How to Register and Create a Fourwaves Account

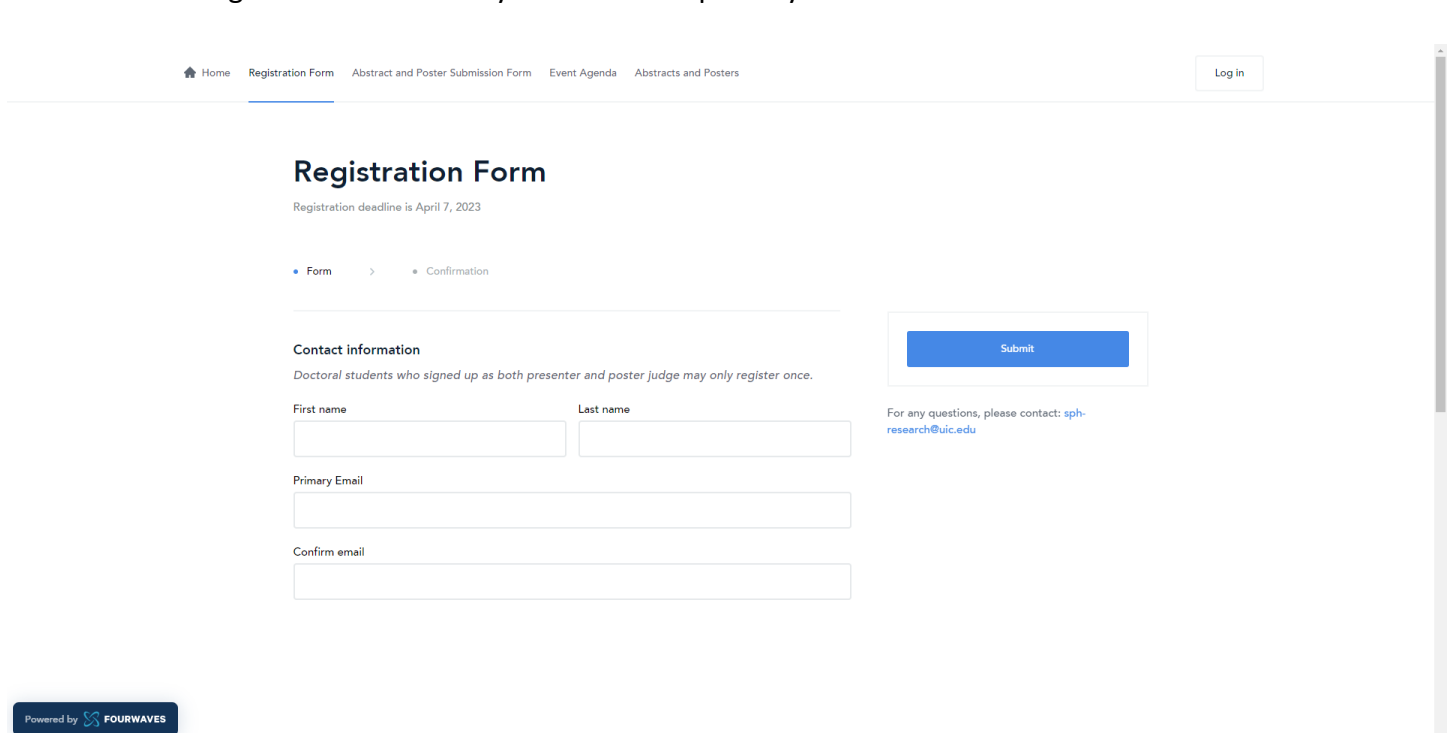
1. Access the event registration using the below link.

<https://event.fourwaves.com/2024sphpostercompetition>

2. Click the **Registration Form** button on the event homepage.



3. Fill out the registration form with your name and primary email and **click Submit**.



4. Once you submit, you will be instructed to **check your email to activate your Fourwaves account.**

Home Registration Form Abstract and Poster Submission Form Event Agenda Abstracts and Posters Log in

Registration Form

Registration deadline is April 7, 2023

For any questions, please contact: sph-research@uic.edu

Form completed

Abstract and Poster Submission Form

Activate your Fourwaves account

Click the link in the confirmation email sent to mburgo7@uic.edu to activate your account.

Sign in using mburgo7@uic.edu to view and edit your forms and access specific features the day of the event.

Powered by FOURWAVES

5. You will immediately receive an email with the subject line, **“Registration Confirmation: SPH Poster Competition”** from the email address: **organizer@fourwaves.com**. The activation/access link to your account can be found in this confirmation email. If you cannot find this email in your inbox, please check your spam folder.

Registration Confirmation: SPH Poster Competition



UIC SPH Poster Competition <organizer@fourwaves.com>
To: Burgos, Mae Ysabelle Remo

Reply Reply All Forward

Tue 3/21/2023 3:47 PM

Thank you for registering. The [poster showcase](#) will be available on our Fourwaves website over the course of Research Week.

If you are a **STUDENT PRESENTER***, please upload your abstract and poster files using the [Abstract and Poster Submission Form](#).

If you are a **POSTER JUDGE***, please activate your Fourwaves account using the below link. A follow-up email with your poster assignments will be sent shortly.

ALL REGISTERED PARTICIPANTS are encouraged to leave comments and upvote on posters.

**Doctoral students who signed up as presenters and volunteer judges will automatically be added to communications for both participant types.*

For questions, visit our [FAQs](#), or contact Yssa Burgos (mburgo7@uic.edu), or Danielle Westnedge (dwest20@uic.edu).

We look forward to your participation!

To access/activate your account, [click here](#).

6. The link will take you to a form that will require you to enter your name and create a password. **Please take note of your Fourwaves login details as you will use this to access all event features.**

Activate your account

Your Fourwaves account is required to access livestreams, virtual poster sessions and other interactive features. It is also required to edit the events you organize.

| | |
|--|--|
| <input type="text"/> | <input type="text"/> |
| <small>This field is required.</small> | <small>This field is required.</small> |
| <input type="password"/> | |
| <input type="button" value="Next"/> | |

By submitting this form, you agree to the [Terms of Use](#) and the [Privacy Policy](#).

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[Terms of service](#) [Privacy policy](#)

7. Next, you will be prompted to complete your participant profile. The **Affiliation field is required**, but other optional fields can be updated later through your Fourwaves account. **Click Finish account activation** to complete this step.



Complete your profile

Help event participants learn more about you. You can update your profile later through your Fourwaves account.

Profile picture (optional)

Profile information

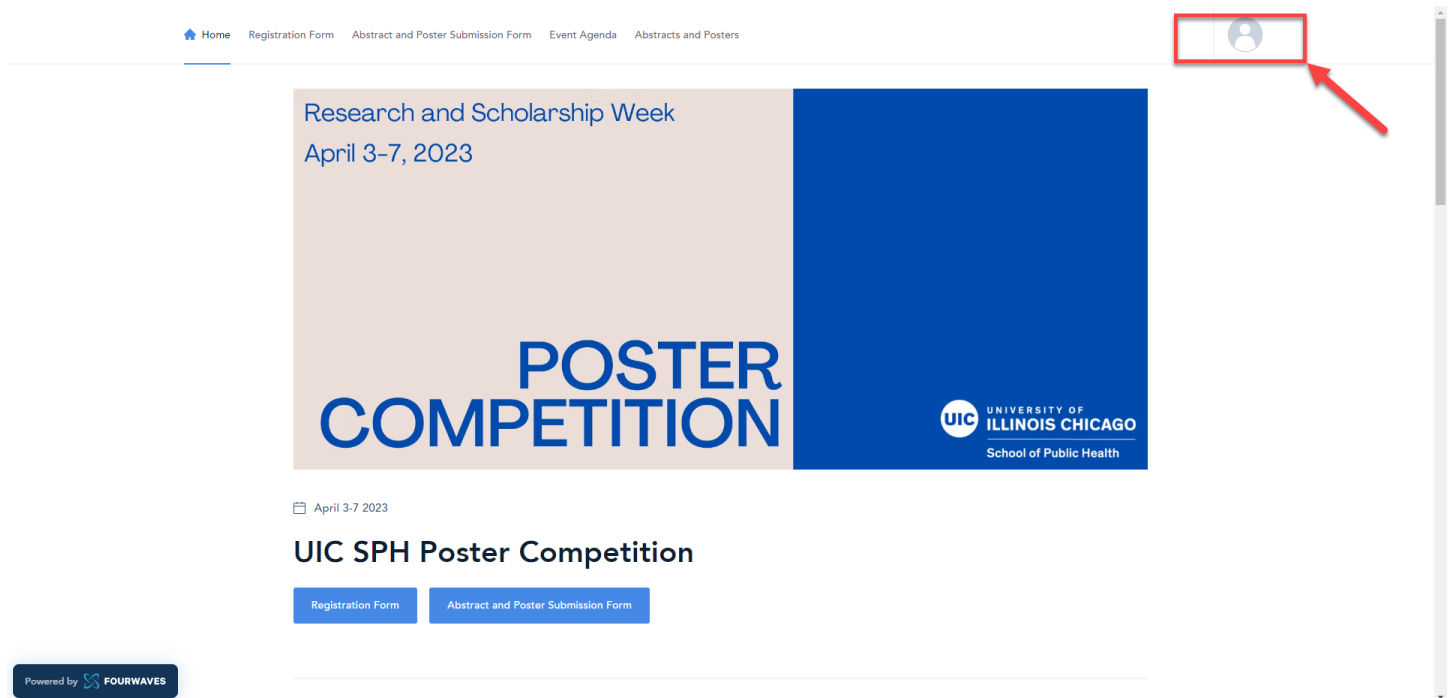
Social networks (optional)

I agree to receive emails from Fourwaves regarding product updates for event organizers.

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8. You will be redirected to the event homepage after account activation. **Hover your mouse over the top right icon** to access your account settings and event dashboard.

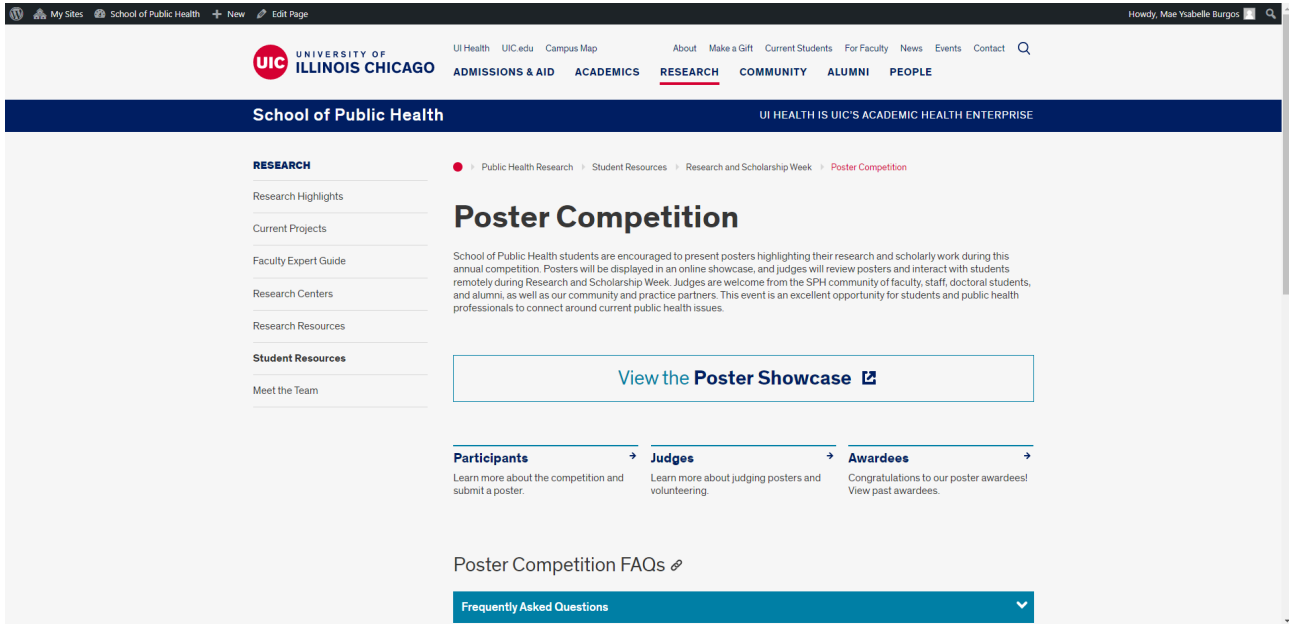


9. Instructions on viewing the poster showcase and submitting comments can be found on pg. 7.
10. Instructions on accessing poster assignments and submitting evaluation forms can be found on pg. 10.

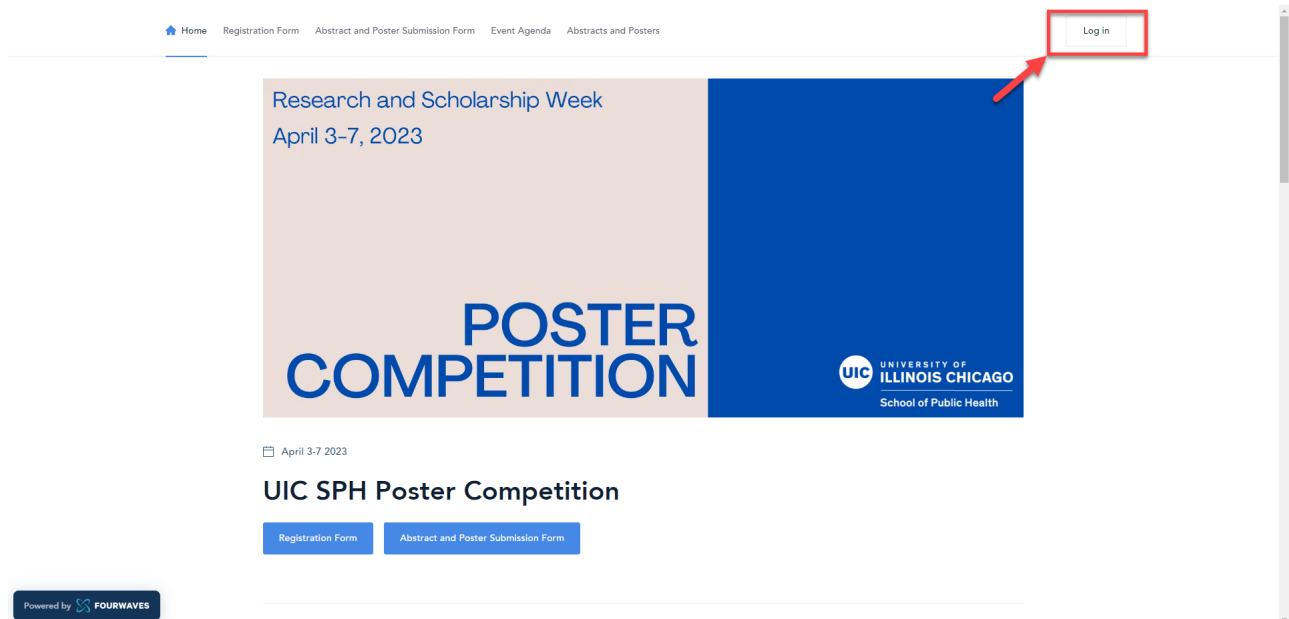
How to View Posters & Add Comments

1. Access the poster showcase through our (a) SPH website, or (b) Fourwaves event page:
 - a. SPH website: <https://go.uic.edu/sphpostercompetition>
 - b. Fourwaves event page: <https://event.fourwaves.com/2024sphpostercompetition>

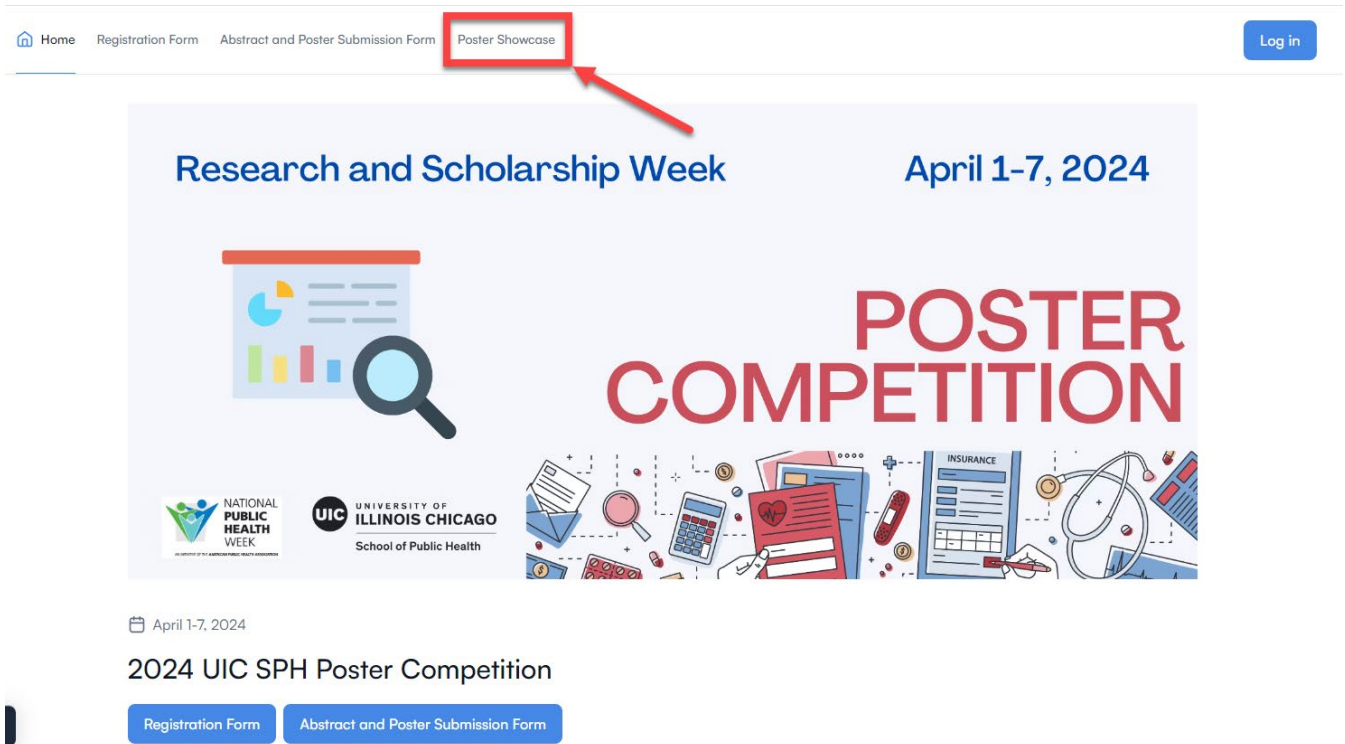
NOTE: The jumbo link on our SPH website will redirect you to the Fourwaves event page.



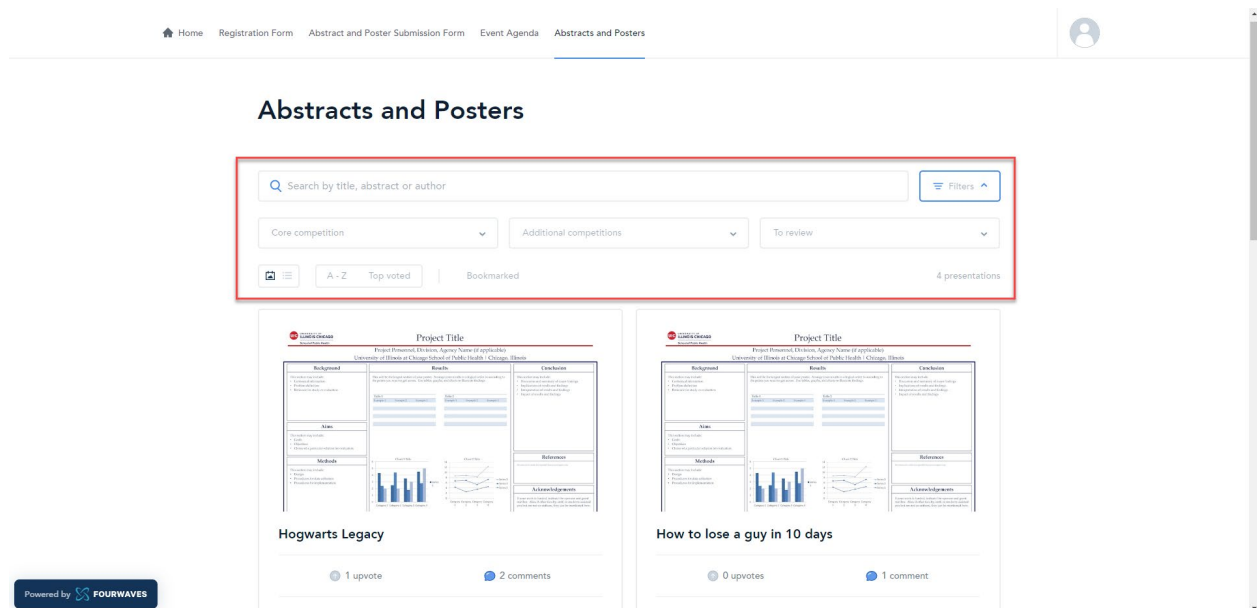
2. Login to your Fourwaves account by **clicking the top right icon.**



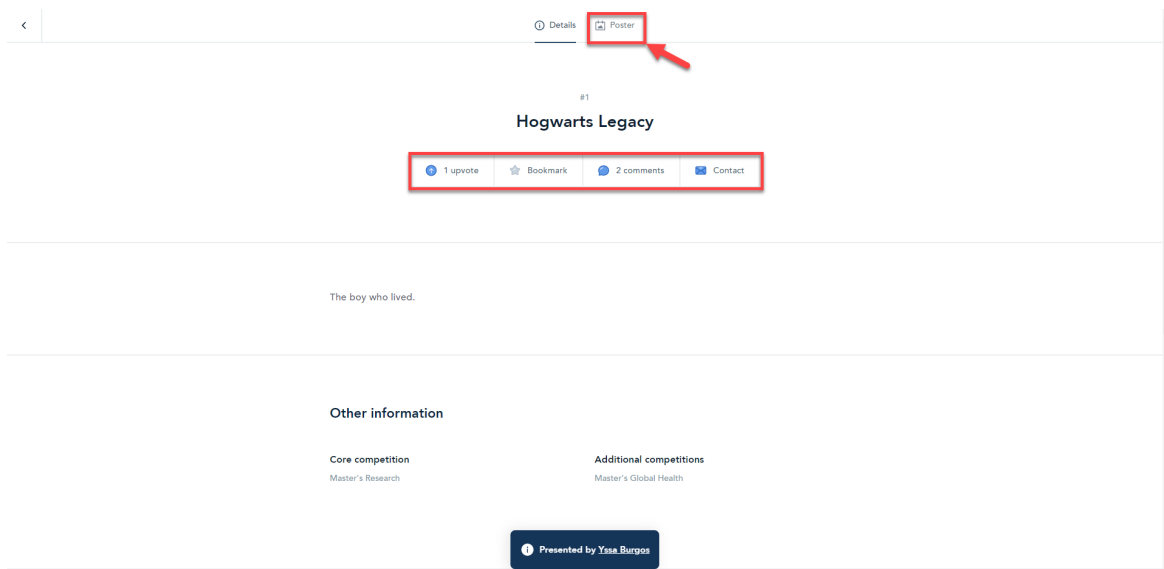
- Once you are logged in, you will have full access to the poster showcase. View the showcase by **selecting the Poster Showcase tab on top of the webpage.**



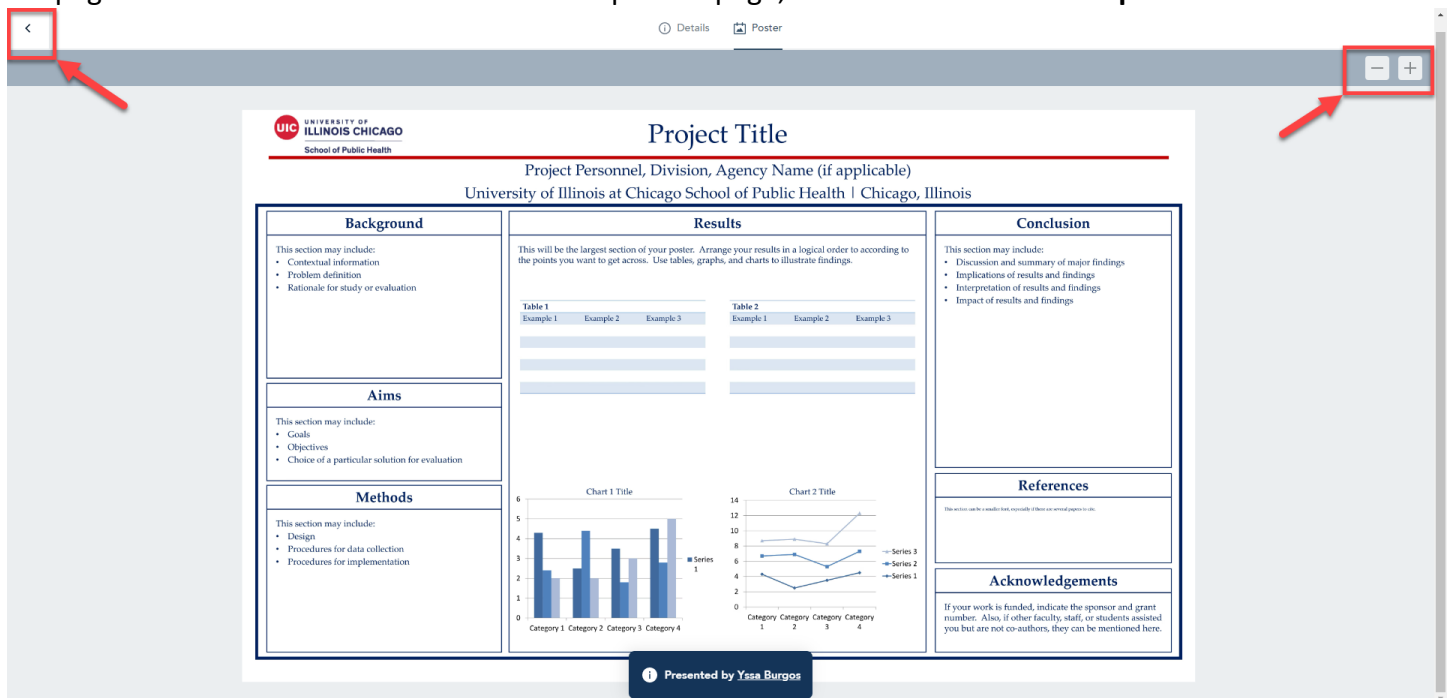
- All abstracts and posters will be displayed and you will have **search and filter options** to optimize your viewing experience. For the walkthrough, we will view the Hogwarts Legacy sample poster.



- After selecting a poster to view, you will be redirected to the below page with the poster abstract and other information displayed. Interact with poster entries by **upvoting, bookmarking your favorites, or leaving comments**. To view the full poster, **click the Poster tab** next to Details.



- There are **zoom options** on the top right corner of the webpage to see the poster more clearly. To exit the page and return to the main abstracts and posters page, **click the arrow on the top left corner**.



- Repeat these steps to add questions or comments to all assigned posters. Students will have until **April 6th** to respond to your posted comments. After this date, you should have all information necessary to evaluate the posters you have been assigned.
- Instructions on accessing poster assignments and submitting evaluation forms can be found on pg. 10.

How to Access Poster Assignments and Submit Evaluation Scores

IMPORTANT: Complete registration steps on pg. 3 before proceeding with the below steps.

1. Closer to the event, you will receive a notification from **no-reply@fourwaves.com** with the subject line, **“New reviews to complete – UIC SPH Poster Competition”**. It will contain a unique link that will direct you to login to access your poster assignments. If you cannot find this email in your inbox, please check your spam folder. **If you are already logged in to Fourwaves, then you may skip to step #5.**

New reviews to complete - UIC SPH 2023 Poster Competition



UIC SPH 2023 Poster Competition <no-reply@fourwaves.com>

To ○ Burgos, Mae Ysabelle Remo

Hi,

You were assigned 1 submission(s) to review for the event UIC SPH 2023 Poster Competition.

Click the link below to access your reviews:

<https://api.fourwaves.com/event-redirect/reviews?eventId=1f22fff6-ba81-4e9d-9d30-f57d5cb32dd2>

For any questions, please contact the organizers at mburgo7@uic.edu.

To access/activate your account, [click here](#).

2. Alternatively, you may access your poster assignments from the event webpage by clicking the top right icon and **selecting Dashboard**.

The screenshot shows the top navigation bar of the event webpage with links for Home, Registration Form, Abstract and Poster Submission Form, and Poster Showcase. A user profile icon in the top right corner is clicked, opening a dropdown menu. The menu items are: Yssa Burgos (myrburgos@gmail.com), Dashboard (highlighted with a red box and arrow), Profile, Organizations, and Log out. The main content area features a banner for 'Research and Scholarship Week April 1-7' and 'POSTER COMPETITION' with logos for National Public Health Week and UIC University of Illinois Chicago School of Public Health.

3. Click the dropdown button on the upper left corner of your dashboard and make sure that you selected the “Reviewer” role. The appropriate event name should show up with the reviewing period status indicating that it is “Open”. Select the displayed event to access your poster assignments.

Reviewer Dashboard

Role Selection: Reviewer (selected), Organizer, Participant


| Event | Reviewing Period ↑ | Reviews |
|---------------------------------|--------------------|---------|
| 2024 UIC SPH Poster Competition | Open | 0 / 1 |

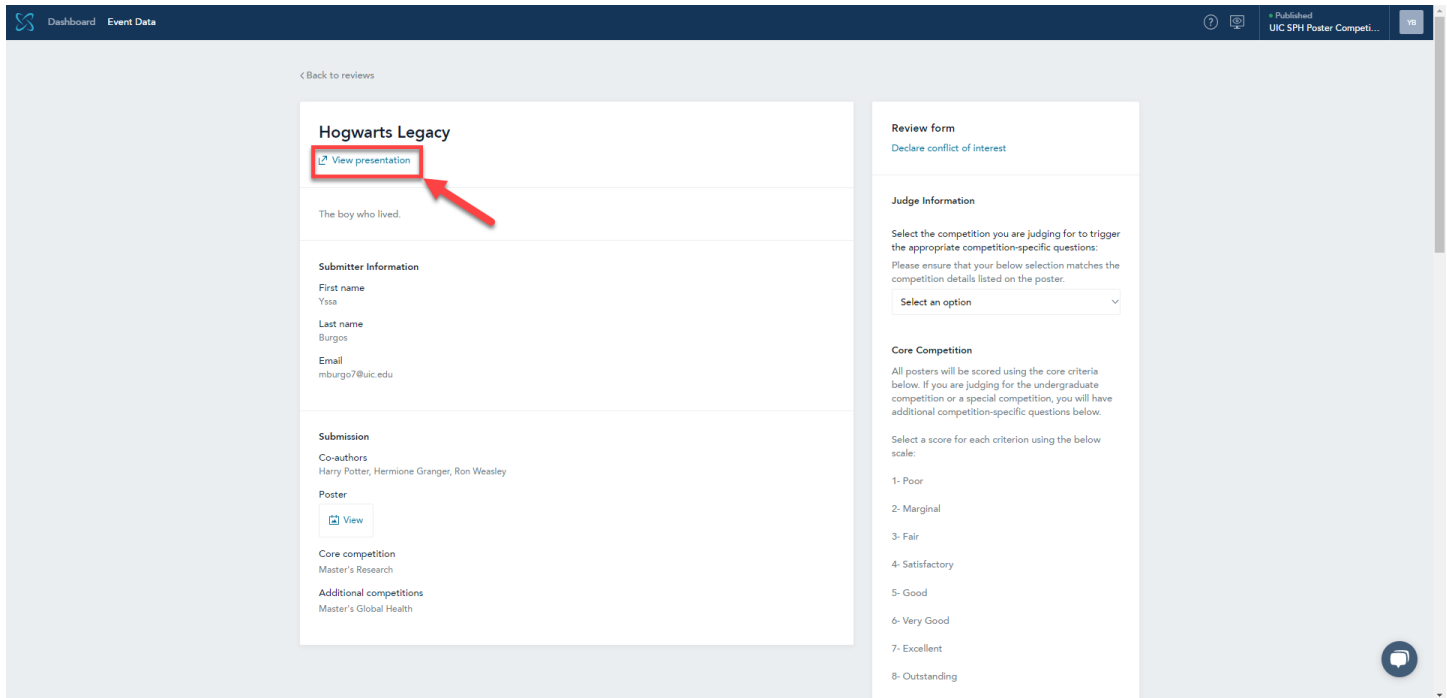
4. You will be redirected to a detailed list of your poster assignments. For the purpose of this walkthrough, **you have been assigned by the Global Health Competition to judge their posters.** Select Hogwarts Legacy which has a pending review status to begin.

Dashboard | Event Data

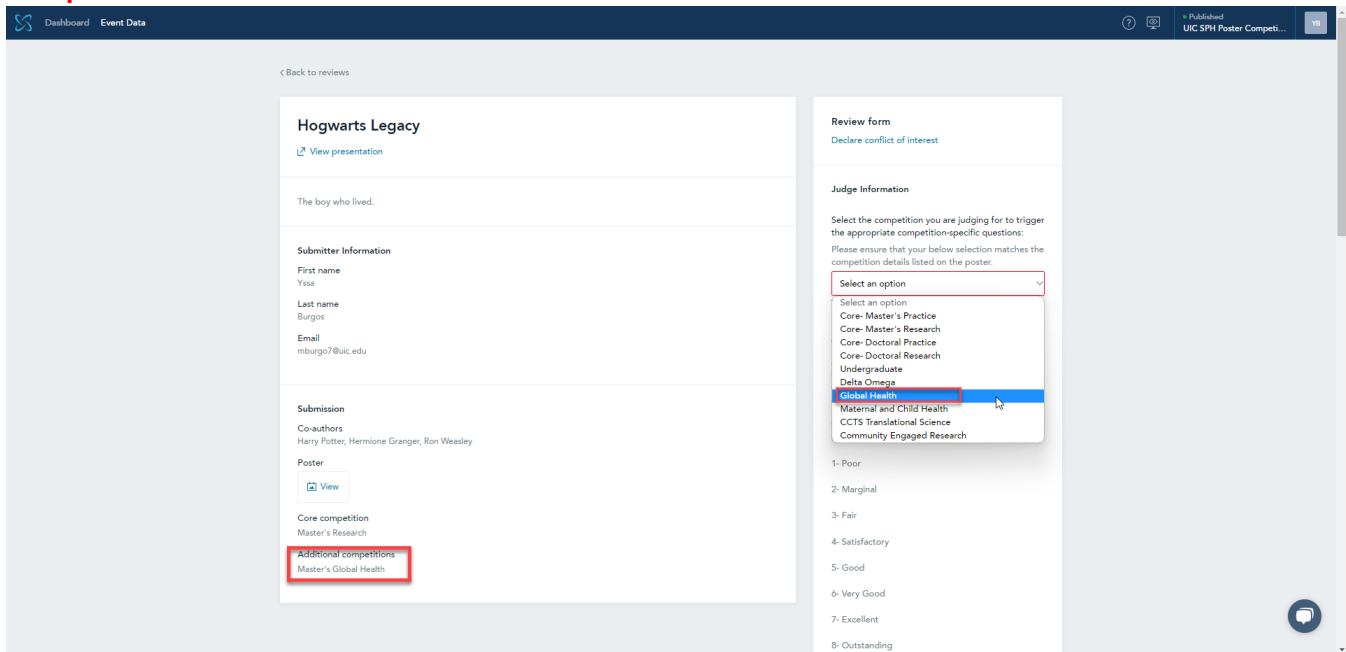
Reviews

| <input type="checkbox"/> | Title | Reviewer | Review status | Last modified | CompetitionType |
|--------------------------|------------------------------|-------------|-------------------------|------------------------|-------------------------|
| <input type="checkbox"/> | Hogwarts Legacy | Yssa Burgos | ... | March 23, 2023 - 13:15 | |
| <input type="checkbox"/> | How to lose a guy in 10 days | Yssa Burgos | ✓ Completed | March 23, 2023 - 13:29 | Core- Doctoral Practice |
| <input type="checkbox"/> | Confessions of a Shopaholic | Yssa Burgos | ✗ Conflict of interests | March 23, 2023 - 13:30 | |

5. The poster details and evaluation form will appear side-by-side on the screen. You may click **View Presentation** or the  button to reopen the full poster in a new tab.

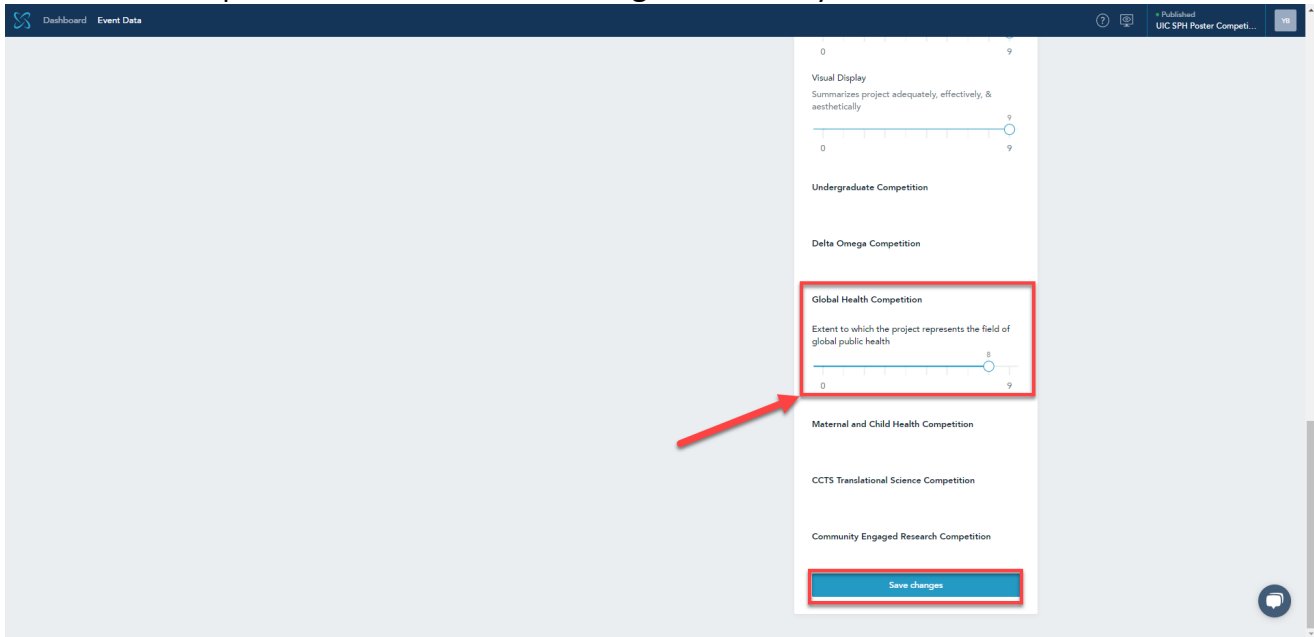


6. To begin your evaluation, **select the appropriate competition type** from the dropdown menu. Ensure that it matches your appointment and the competition type listed on the poster. For this walkthrough, it is appropriate to **select Global Health as an assigned Global Health judge. All posters are entered into the Core competition and will be scored using the core criteria in addition to competition-specific criteria.**

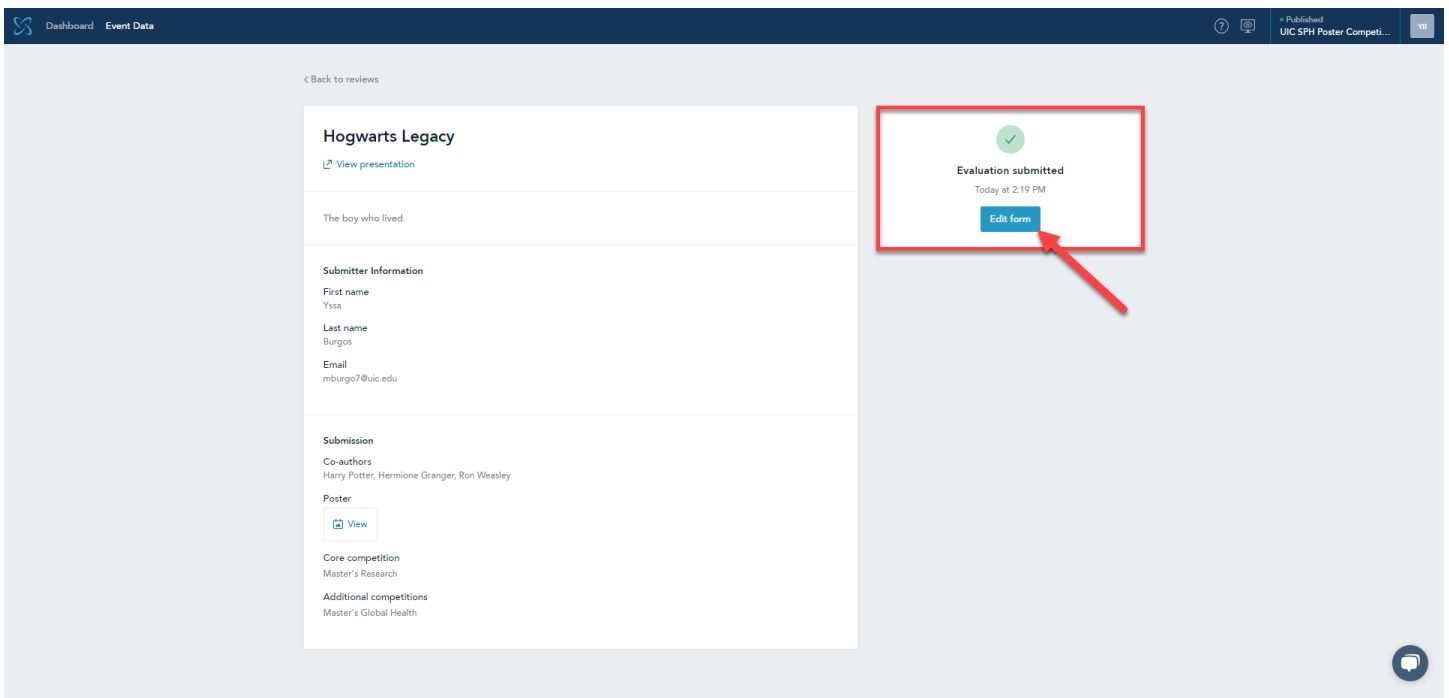


7. You will find that some posters are submitted to multiple competitions. **If you have not been selected by a special competition (Global Health, MCH, PPSEC, Community Engaged Research) then you may assume that you are a Core judge and should only submit evaluations for the Core competition (Core includes the Undergraduate category).**

- Scroll through the evaluation form and enter your scores using the sliding scale for each criterion. Refer to the Sample Judging Evaluation Form on pg. 15 for the scoring chart.
- As a Global Health judge, you should be able to see the Global Health Competition Criteria and have the other competitions blank. **Click Save changes** to submit your scores.



- Fourwaves will confirm that your evaluation has been submitted. You may edit your scores until the evaluation due date on **Sunday, April 7th**.



PLEASE NOTE: You must Declare Conflict of Interest if you are:

- A doctoral student randomly assigned to your own poster
- A collaborator/mentor for the work being presented
- An author on publications with the student(s) presenting
- A mentor, advisor, or dissertation committee member for the work's author(s)

The screenshot shows a web interface for reviewing a poster. The main content area is titled "Confessions of a Shopaholic" and includes a "View presentation" link. Below this, there are sections for "Submitter Information" (First name: Danielle, Last name: Westredge, Email: dwest20@uic.edu) and "Submission" (Co-authors, Poster, Core competition: Master's Research, Additional competitions: Maternal and Child Health). On the right side, there is a "Review form" section with a red box around the "Declare conflict of interest" link, which is pointed to by a red arrow. Below this is the "Judge Information" section, which asks the reviewer to select the competition they are judging for and provides a dropdown menu. The "Core Competition" section explains that all posters are scored using core criteria and provides a scale from 1 (Poor) to 8 (Outstanding).

Sample Poster Evaluation Form

2024 SPH Poster Competition

Poster Number: _____ Submitter Name: _____

Please note: all posters will be judged using the core criteria, and posters participating in additional competitions will be scored using the appropriate elements described for each competition.

| Overall Impact or Criterion Strength | Score | Descriptor |
|--------------------------------------|-------|--------------|
| Low | 1 | Poor |
| | 2 | Marginal |
| | 3 | Fair |
| Medium | 4 | Satisfactory |
| | 5 | Good |
| | 6 | Very Good |
| High | 7 | Excellent |
| | 8 | Outstanding |
| | 9 | Exceptional |

| Core Criteria | Descriptions (Choose most appropriate where applicable): | Score (9 = Exceptional) |
|----------------|---|-------------------------|
| Completeness | Includes details on background, aims, methods, results, conclusion (or similar) | 1 2 3 4 5 6 7 8 9 |
| Clarity | Conveys message without ambiguity | 1 2 3 4 5 6 7 8 9 |
| Background | Contextual information/Problem Definition/Rationale for study or evaluation | 1 2 3 4 5 6 7 8 9 |
| Aims | Goals/Objectives/Choice of a particular solution for evaluation | 1 2 3 4 5 6 7 8 9 |
| Methods | Design/Data collection procedures/Implementation procedures | 1 2 3 4 5 6 7 8 9 |
| Results | Findings | 1 2 3 4 5 6 7 8 9 |
| Conclusions | Implications/Interpretation/Impact of results & findings | 1 2 3 4 5 6 7 8 9 |
| Visual Display | Summarizes project adequately, effectively, & aesthetically | 1 2 3 4 5 6 7 8 9 |

FEEDBACK TO PARTICIPANTS *Please Note: Any comments will be shared with the student but will not be utilized in determining poster award recipients*

UNDERGRADUATE AND ADDITIONAL COMPETITION QUESTIONS ARE LOCATED BELOW

ONLY FILL OUT IF JUDGING FOR APPLICABLE COMPETITION

| Undergraduate Competition Awards | | Score (9 = Exceptional) | | | | | | | | |
|---|---|-------------------------|---|---|---|---|---|---|---|---|
| <p>Inclusion of Undergraduate Curricular Themes</p> | <p>Project reflects two or more of the curricular themes below that are revisited throughout the baccalaureate curriculum:</p> <p>Health as a Moral Endeavor: Exploring the moral importance of health and healthcare considering individual and societal commitments and obligations including the fair use of limited resources.</p> <p>Health Equity: Having equitable access and the means and resources to attain one’s full life potential.</p> <p>Life Course Perspective: The cumulative evolutionary, pre-generational, pre-natal, and life events and circumstances that influence health at any one point in time.</p> <p>One Health [Human-Animal-Environment]: The inextricable relationship among animal, human, and environmental health as determined by, e.g., evolutionary biology, human behavior, and environmental phenomena.</p> <p>Cultural Relevance: The lens through which life events are experienced and interpreted and through which meaning is ascribed.</p> <p>Local/Global Impact: Appreciation for the global systems that influence the processes, dynamics, and activities of the world’s populations; health as a multi-faceted state-shaped within, e.g., biological, socio-cultural, geographic, economic, and political contexts.</p> | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| ONLY FILL OUT IF JUDGING FOR APPLICABLE COMPETITION | | |
|---|--|-------------------------|
| Additional Competition: Global Health | | Score (9 = Exceptional) |
| Global Health Subject Area Expertise | Extent to which the project represents the field of global public health | 1 2 3 4 5 6 7 8 9 |

| ONLY FILL OUT IF JUDGING FOR APPLICABLE COMPETITION | | |
|---|--|-------------------------|
| Additional Competition: Maternal and Child Health | | Score (9 = Exceptional) |
| MCH Subject Area Expertise | Research subject is relevant to the field of MCH. | 1 2 3 4 5 6 7 8 9 |
| MCH Subject Area Expertise | Research findings add to the science/evidence base in maternal and child health. | 1 2 3 4 5 6 7 8 9 |

| ONLY FILL OUT IF JUDGING FOR APPLICABLE COMPETITION | | |
|---|---|-------------------------|
| Additional Competition: Policy, Practice, Systems and Environmental Change-Oriented Competition | | Score (9 = Exceptional) |
| PPSEC Subject Area Expertise | Extent to which posters demonstrate research related to policy, practice, systems or environmental change-oriented research | 1 2 3 4 5 6 7 8 9 |

| ONLY FILL OUT IF JUDGING FOR APPLICABLE COMPETITION | | |
|--|--|-------------------------|
| Additional Competition: Community Engaged Research Award | | Score (9 = Exceptional) |
| Community Engaged Research Subject Area Expertise | <p>Must be notable in at least one of the following ways:</p> <ul style="list-style-type: none"> • Assets of the community are leveraged and/or enhanced by the research. • Community members are a crucial part of the research team or process (I.e., uses CBPR or PAR methods). • Research was designed or applied in order to change institutional or local policy or systems to address communities' identified needs. | 1 2 3 4 5 6 7 8 9 |