

## 2024 SPH Research and Scholarship Week

### Poster Competition Student Handbook

Thank you for your submission to the annual SPH Poster Competition. 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!

#### Poster Competition Process

1. The poster competition will be hosted by Fourwaves and registration is required prior to submitting your abstracts and posters. Registration is free.\*
2. Posters and abstracts can be viewed on the Poster Competition Fourwaves event webpage.\*
3. Judges will evaluate posters and leave any questions or comments that they may have between **April 1<sup>st</sup> – April 3<sup>rd</sup>**.
4. You are responsible for checking your own posters for questions and comments, and you will have until **5pm CST on Thursday, April 4<sup>th</sup>** to respond. You are not required to respond but are highly recommended to do so.\*
5. Judges will check responses and submit poster scores through Fourwaves. The sample evaluation form on [pages 16-18](#) of this handbook do NOT need to be filled out by students but should serve as a reference for how your posters will be judged.
6. 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](mailto:sph-research@uic.edu).

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

## Summary of Steps

### Step 1: Register for the event

- How to create a Fourwaves account and register for the event.

### Step 2: Submit your poster and abstract

- How to submit your poster and abstract for the event.

### Step 3: View posters and reply to comments

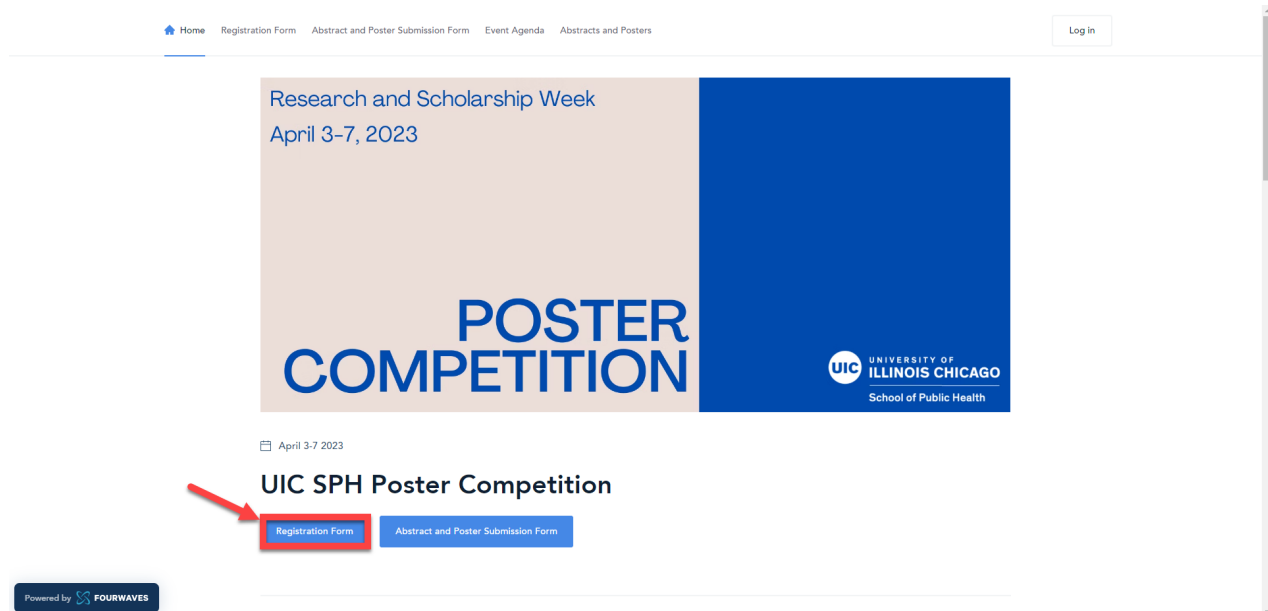
- How to access and view posters from the Poster Showcase.
- How to add and reply to comments on posters.

# Step 1: How to Register and Create a Fourwaves Account

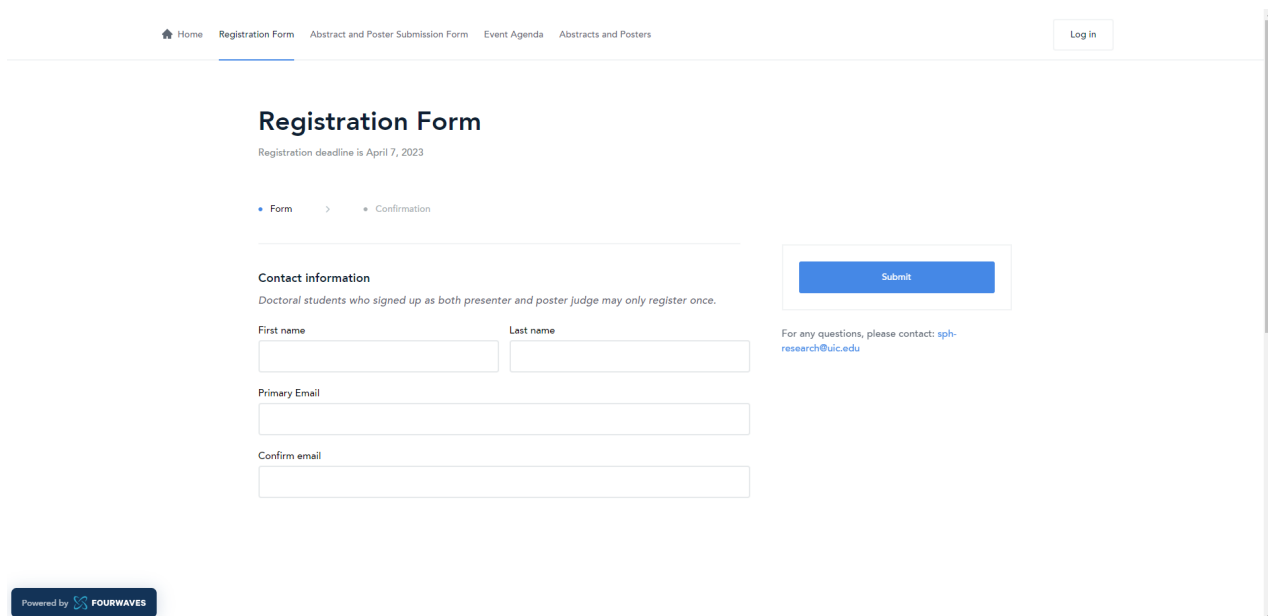
1. Access the event registration using the below link.

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

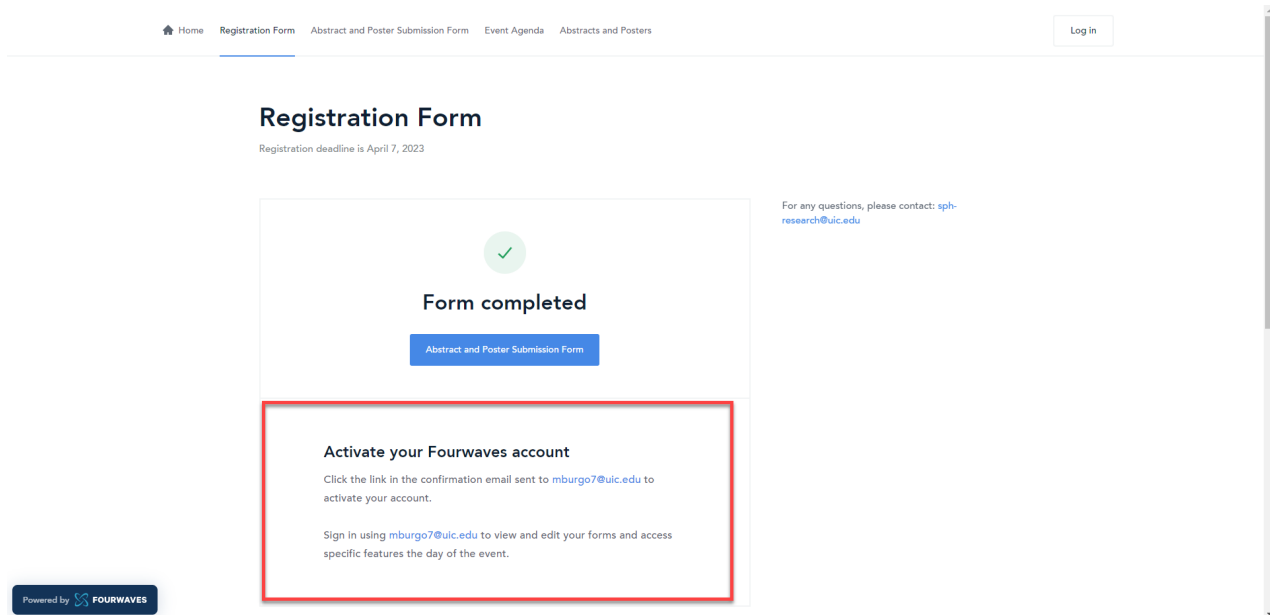
2. Click the **Registration Form** button on the event homepage.



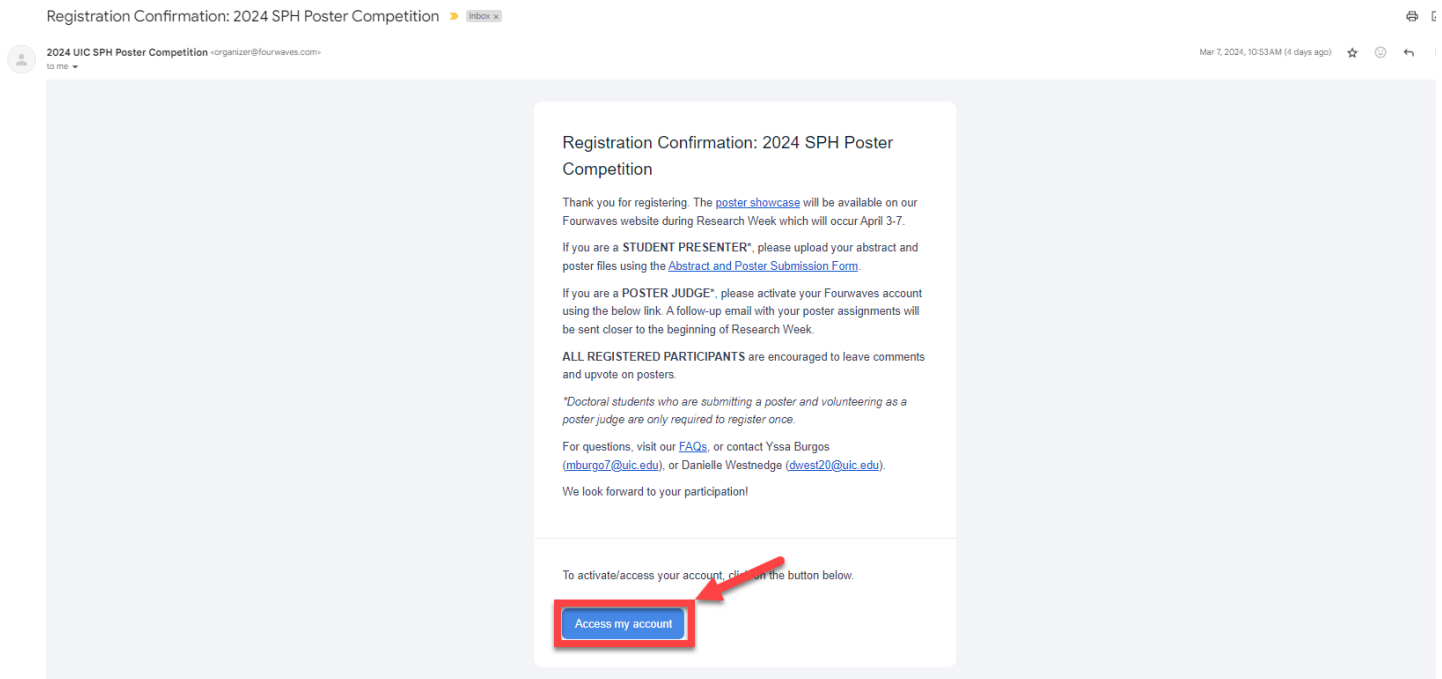
3. Fill out the registration form with your name and UIC email and click **Submit**. If you participated in last year's Poster Competition, please use the same email address that you registered with in Fourwaves.



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



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.



6. If you created a Fourwaves account from the previous year, the link will direct you to the Poster Competition homepage where you can log-in by clicking the top right corner of the page. If you are a new user, 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.

First name  Last name   
This field is required. This field is required.

Create your password

Next

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

© Fourwaves. All rights reserved. [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)  
[Click to choose an image](#)

Profile information  
Affiliation (university/lab, organization or company name)

Website (optional)

Bio (optional)

Social networks (optional)  
Twitter account

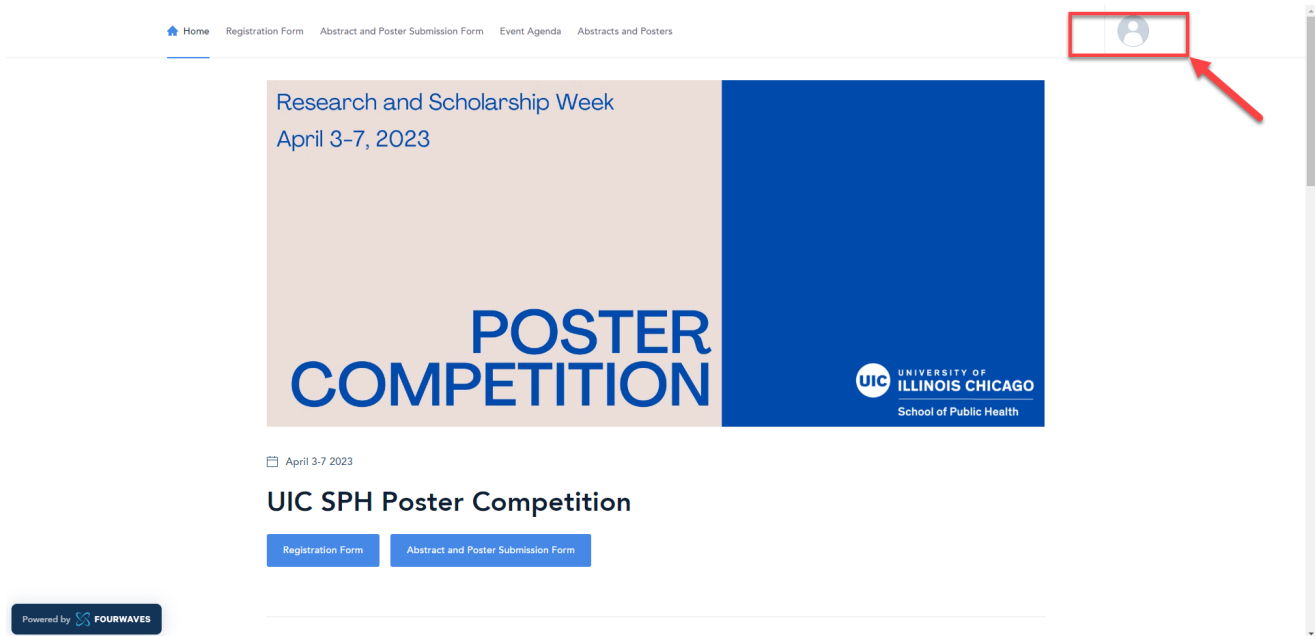
LinkedIn page

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

Finish account activation

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



9. Instructions on submitting your abstracts and posters can be found on [page 7](#).
10. Instructions on adding and responding to comments can be found on [page 12](#).

## Step 2: Submit your Abstract and Poster

### IMPORTANT:

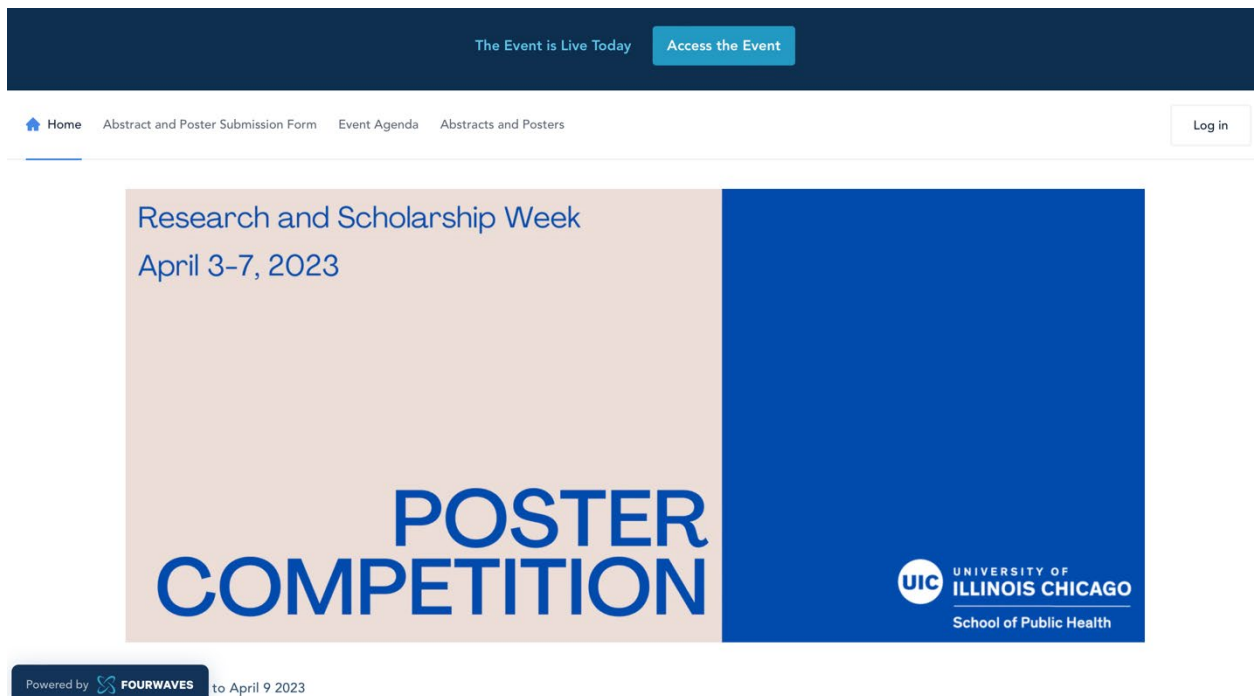
- Complete registration from Step 1 before proceeding with the next steps.
- Submitter information in Step 2 MUST match the information submitted on the LOI.  
Students who are currently located outside the United States should NOT submit in Fourwaves. \*

\*If you are located outside of the U.S., please do NOT submit through Fourwaves and contact Yssa Burgos ([mburgo7@uic.edu](mailto:mburgo7@uic.edu)) for further directions on where to submit your poster and abstract. International students who permanently reside outside the U.S. but will be physically located in the U.S. for the duration of Research and Scholarship Week are OKAY to submit through Fourwaves.

1. Access Fourwaves using your login details and sign in.

<https://fourwaves.com>

2. Landing page:



The screenshot shows the landing page for the Research and Scholarship Week Poster Competition. At the top, there is a dark blue banner with the text "The Event is Live Today" and a button labeled "Access the Event". Below the banner is a navigation bar with links for "Home", "Abstract and Poster Submission Form", "Event Agenda", and "Abstracts and Posters", along with a "Log in" button. The main content area features a large graphic with the text "Research and Scholarship Week April 3-7, 2023" and "POSTER COMPETITION" in large blue letters. The graphic also includes the UIC logo and the text "UNIVERSITY OF ILLINOIS CHICAGO School of Public Health". At the bottom left, there is a small logo for "Powered by FOURWAVES" and the text "to April 9 2023".

- a. This is the main landing page for the Poster Competition event website. Here you will find both the Abstract and Poster Submission Form as well as the Poster Showcase that holds all posters being submitted for review.

3. Click the “Abstract and Poster Submission Form” to begin submitting your abstract and poster.

📅 March 15 to April 9 2023

## SPH Poster Competition

Abstract and Poster Submission Form

### Welcome to our annual Poster Competition!

The purpose of this annual event, at its core, is to bring us together as a community to recognize and support the superb public health research that takes place in the school - across all levels. Students are encouraged to present posters highlighting their research and scholarly work. Posters will be displayed in an online showcase, and judges will review posters and interact with students remotely. Judges are welcome from the SPH community of faculty, staff, doctoral students, and alumni, as well as our community and practice partners. This event is an excellent opportunity for students and public health professionals to connect around current public health issues.

4. Fill out the Abstract and Poster Submission Form\*

Submitter First Name

Submitter Last Name

UIC Email

Confirm email

#### Submission

Descriptive Title of Project

🔗 If applicable, list all co-authors of the project

[+ Add an author](#)

If applicable, please list any co-authors in this project

\*Submitter information must match the information submitted on the LOI.



**Abstract Submission:** Type your abstract in the text box provided. Please limit your response to 500 words.

Abstract

**B** *I* U x<sub>2</sub> x<sup>2</sup>

Words: 0 / 500

**Poster Submission:** Click anywhere in the outlined shaded area to select the file you would like to submit.

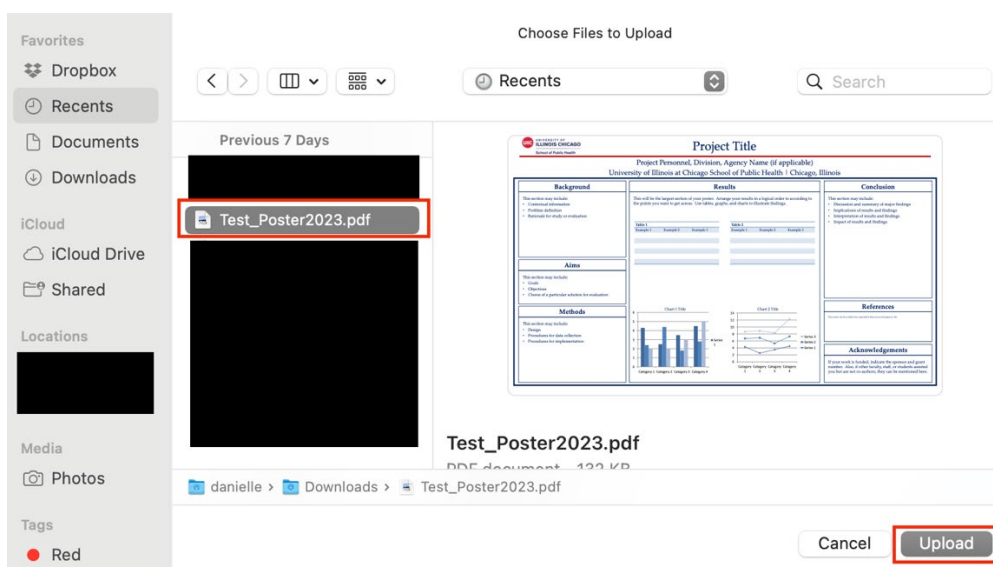
**Poster**

Submit your poster in PDF format. Please use the filename: SubmitterLastName\_Poster2023.pdf

Drop file or [browse your computer to add](#)

File size must be 100MB or less (.gif, .png, .jpeg, .jpg, .pdf)

Select the file that contains your poster in PDF format using the specified filename in the upload field and click submit.



Select the core competition you are submitting for. **This information must match your LOI.**

Please select the core competition you are submitting for:

*This information must match your LOI.*

<input type="radio"/> Undergraduate	<input checked="" type="radio"/> Master's Practice
<input type="radio"/> Master's Research	<input type="radio"/> Doctoral Practice
<input type="radio"/> Doctoral Research	

Select any additional competitions you are submitting for. **This information must match your LOI.**

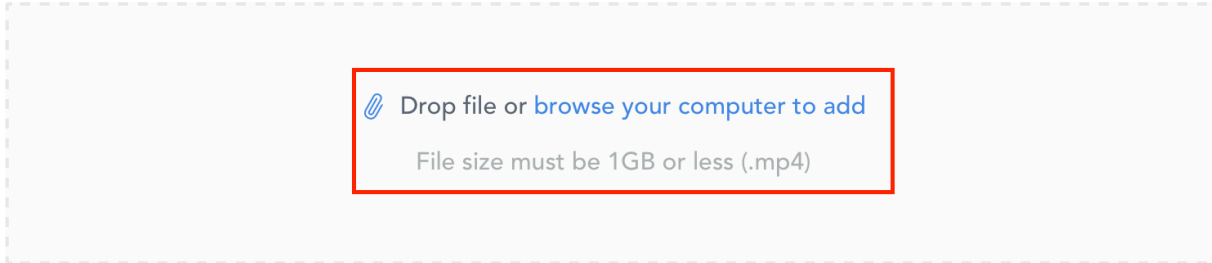
<input type="checkbox"/> Delta Omega
<input type="checkbox"/> Master's Global Health
<input type="checkbox"/> Doctoral Global Health
<input type="checkbox"/> Maternal and Child Health
<input type="checkbox"/> CCTS Translational Science
<input type="checkbox"/> Master's Community Engaged Research
<input type="checkbox"/> Doctoral Community Engaged Research
<input type="checkbox"/> No additional competitions

## Video Upload\*

Click anywhere in the outlined shaded area to select the .mp4 file and click upload. The video should be between 1 and 2 minutes providing an overall summary of your poster.

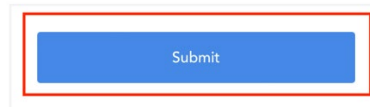
### Video

Upload a 1-2 min. video summarizing your poster. The supplemental video is optional and will not factor into your overall review score.

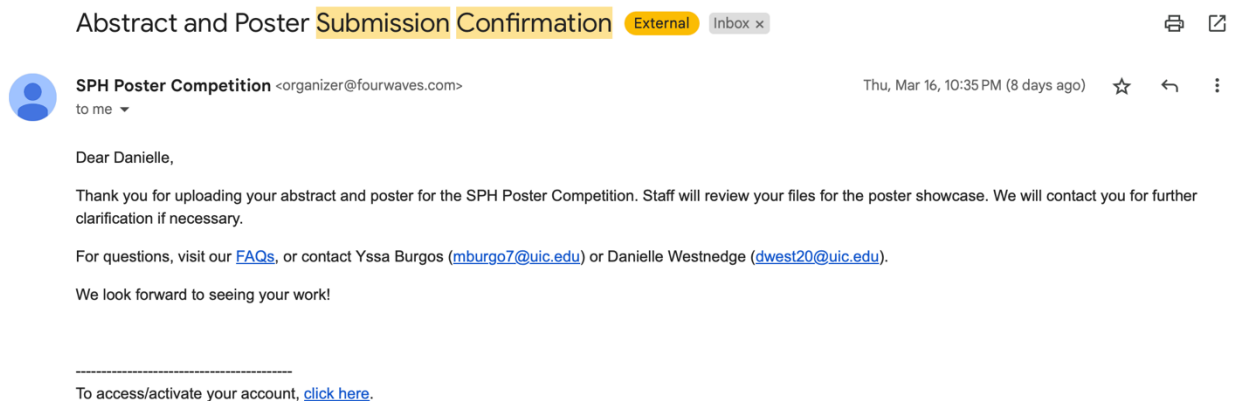


\*The supplemental video is **optional** and will not factor into your overall review score.

5. Click submit on the right-hand side of the webpage.



6. You will receive an email with the subject line, “**Abstract and Poster Submission Confirmation**” from the email address: [organizer@fourwaves.com](mailto:organizer@fourwaves.com). If you cannot find this email in your inbox, please check your spam folder.



## Step 3: View Posters and Add/Reply to Comments

1. Access the poster showcase on the Poster Competition Website:

<https://go.uic.edu/sphpostercompetition>

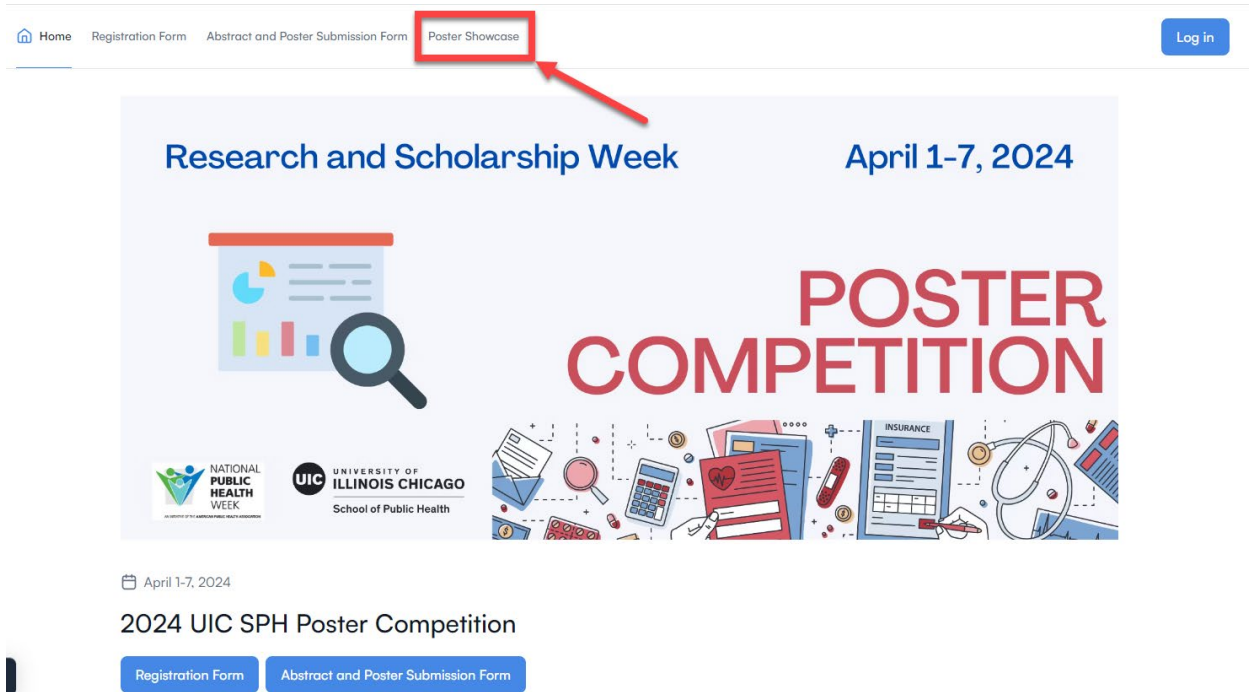
NOTE: The jumbo link will redirect you to the Fourwaves event website.

The screenshot shows the website for the University of Illinois Chicago School of Public Health. The main navigation bar includes links for Admissions & Aid, Academics, Research, Community, Alumni, and People. The page title is "Poster Competition". A breadcrumb trail indicates the path: Public Health Research > Student Resources > Research and Scholarship Week > Poster Competition. A large blue button labeled "View the Poster Showcase" is prominently displayed. Below this, there are sections for "Participants", "Judges", and "Awardees", each with a brief description and a right-pointing arrow. At the bottom, there is a "Poster Competition FAQs" section with a "Frequently Asked Questions" dropdown menu.

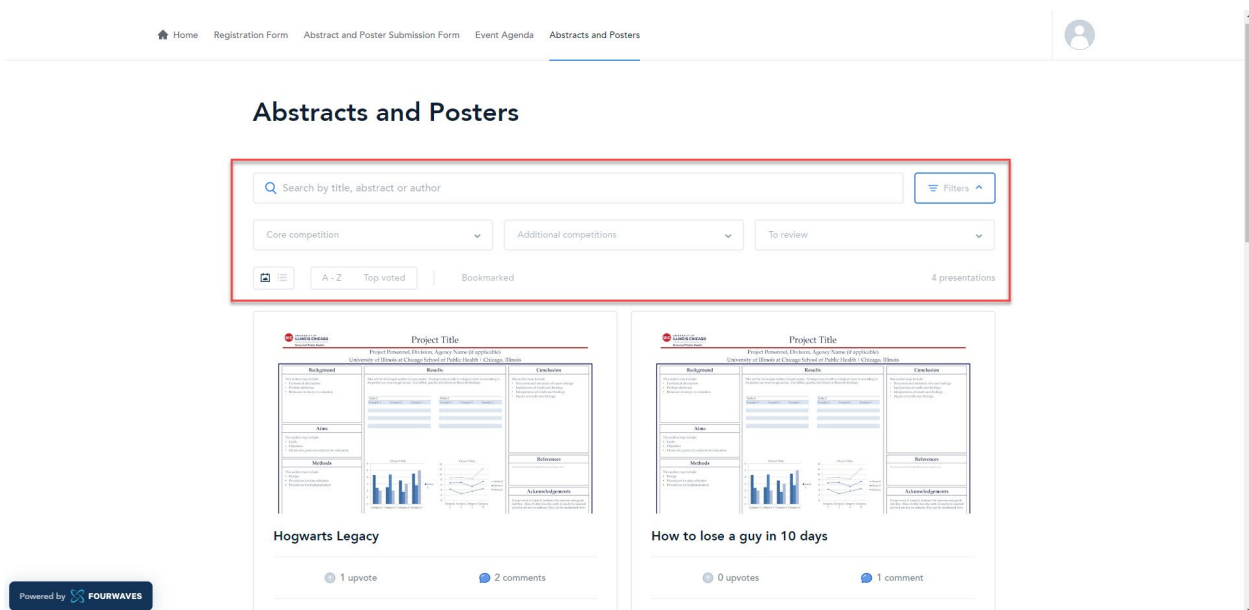
2. Login to your Fourwaves account by clicking the top right icon.

The screenshot shows the event page for the "UIC SPH Poster Competition" during "Research and Scholarship Week" from April 3-7, 2023. The page features a large banner with the event title and dates. Below the banner, there are two buttons: "Registration Form" and "Abstract and Poster Submission Form". In the top right corner, a "Log in" button is highlighted with a red box and a red arrow pointing to it. The page also includes a "Powered by FOURWAVES" logo at the bottom left.

3. 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.**

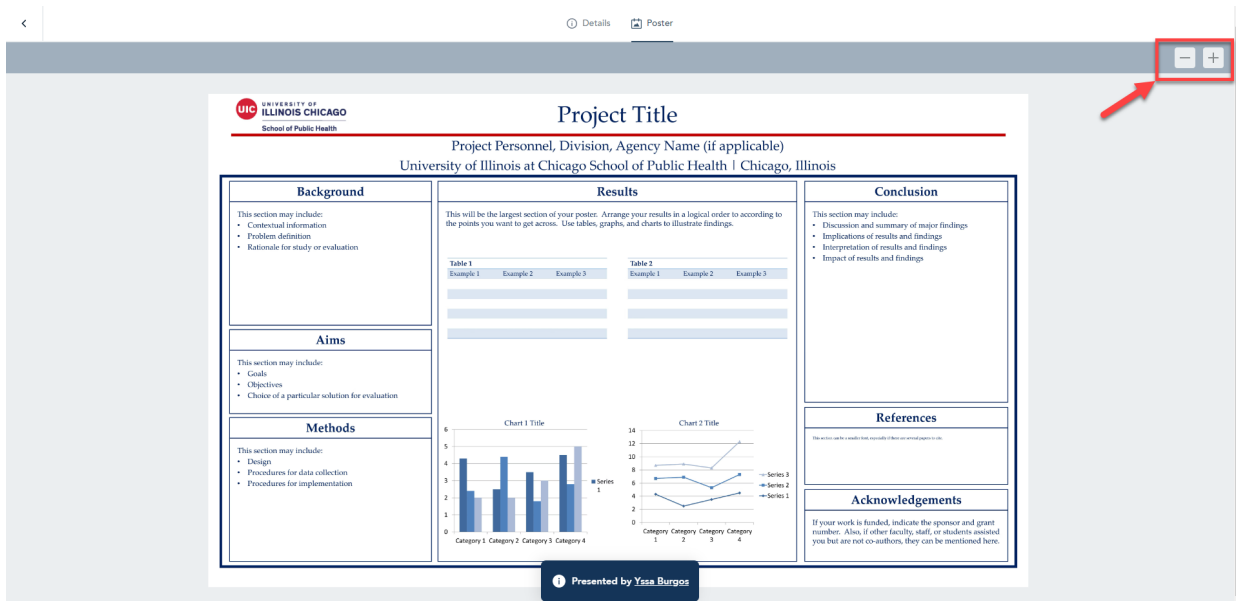


4. All abstracts and posters will be displayed, and you will have **search and filter options** to optimize your viewing experience.





7. There are zoom options on the top right corner of the webpage the see the poster more clearly.



8. Repeat these steps to add questions or comments to any posters in the showcase. Students have until **Thursday, April 4<sup>th</sup>** to respond to any posted comments by other submitters and judges.

# 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**

<b>Undergraduate Competition Awards</b>		<b>Score (9 = Exceptional)</b>								
<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><b>Health as a Moral Endeavor:</b> Exploring the moral importance of health and healthcare considering individual and societal commitments and obligations including the fair use of limited resources.</p> <p><b>Health Equity:</b> Having equitable access and the means and resources to attain one’s full life potential.</p> <p><b>Life Course Perspective:</b> The cumulative evolutionary, pre-generational, pre-natal, and life events and circumstances that influence health at any one point in time.</p> <p><b>One Health [Human-Animal-Environment]:</b> The inextricable relationship among animal, human, and environmental health as determined by, e.g. evolutionary biology, human behavior, and environmental phenomena.</p> <p><b>Cultural Relevance:</b> The lens through which life events are experienced and interpreted and through which meaning is ascribed.</p> <p><b>Local/Global Impact:</b> 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**

<b>Additional Competition: Global Health</b>		<b>Score (9 = Exceptional)</b>
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**

<b>Additional Competition: Maternal and Child Health</b>		<b>Score (9 = Exceptional)</b>
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**

<b>Additional Competition: Policy, Practice, Systems and Environmental Change-Oriented Competition</b>		<b>Score (9 = Exceptional)</b>
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**

<b>Additional Competition: Community Engaged Research Award</b>		<b>Score (9 = Exceptional)</b>
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"> <li>• Assets of the community are leveraged and/or enhanced by the research.</li> <li>• Community members are a crucial part of the research team or process (I.e., uses CBPR or PAR methods).</li> <li>• Research was designed or applied in order to change institutional or local policy or systems to address communities' identified needs.</li> </ul>	1 2 3 4 5 6 7 8 9