Excited to present your work in curriculum development, community engagement, and advocacy? Ready to inspire learners in new ways?

- Consult with peers and faculty mentors to assess if your work is conference-ready at the national, state, or regional level, considering its impact on the audience.
- Explore the conference website and review previous presentations to evaluate if your topic aligns well and can generate interest.
- Assess the potential for networking and collaboration opportunities to advance your work or interests.
- To ensure timeliness, ensure your work will be finished before the conference.
- Seek out peers / faculty who also may be presenting at the same conference.

**RESEARCH WHAT YOU NEED!**

- Seek student funding opportunities from the School of Medicine, Department of Medicine, and other relevant program sources interested in your work.
  - For Medical Students: [https://med.stanford.edu/smsa/funding.html](https://med.stanford.edu/smsa/funding.html)
  - Travel funding for Scholarly Concentration Presentation: [https://med.stanford.edu/medscholars/completion/funding_reg.html](https://med.stanford.edu/medscholars/completion/funding_reg.html)
- Identify fellow students and faculty members who will be presenting at the conference.
- Seek advice from previous attendees of the conference.
- Find a faculty mentor or mentors to support your submission.
- Determine your budget if travel is required.

**TIME TO PLAN!**

- Assemble your group, including your faculty mentor and contributors, for your submission.
- Review with your group, past submissions from Stanford School of Medicine.
- Discuss and agree on the key elements to emphasize in your submission to make it thought-provoking and visually appealing.
- Delegate responsibilities among the group members.
- Ensure that your presentation includes proper credits, acknowledgments, and a team photo in the prescribed format.
- Incorporate the approved Stanford School of Medicine logo and follow other specified requirements from the provided template.
- Discuss with your group where you intend to publish your submission after the conference.
- Assign two individuals in the group to capture photographs.
- Create a timeline outlining the draft-edit-review phases until the finalization of your submission.
- Plan your talking points for a compelling presentation, determining who will present each segment within your group.
- During poster presentations, introduce yourself, if viewers express interest, offer a brief summary of your work (around 2 minutes, highlighting the main points).
- If travel is necessary, explore early booking options for flights and accommodations at the conference hotel to take advantage of discounted prices.
- Inquire if other students or faculty members are traveling to the same location to explore group discounts.
- Utilize the Stanford-approved travel group, Egencia, for discounted rates.
PREPARE YOUR POSTER AND YOUR PRESENTATION

- Check the poster requirements for your conference. If you need 36x48 size poster (Scroll below for poster template). Please note the poster should always have the Stanford Logo.
- When printing ask for Cardinal Red (#8C1515). The information on Stanford identity Guide site may be helpful.
- Prepare your submissions for printing a week in advance of the event to account for potential delays or unexpected situations, and have a backup plan in place.

POST CONFERENCE

- If approved, remember to submit your expenses for reimbursements.
- Submit photos/narratives where relevant to gain visibility for your work.

POSTER TEMPLATE

- Before you create your poster, check to see if the conference you are attending has specific poster formatting requirements. If so, follow these.
  - This template is a standard 36x48. It should be printed at 100% for this size.
  - Keep your Background section brief and focused. Aim for 3-5 bullet points at most.

Objective/Aims

- List 1-3 main objectives or aims of your study.

Methods

- Body text of 36 point in Arial or Times New Roman is ideal.

Background

- Images entered into your slide should be at least 200 DPI resolution. To check the image resolution, view the image at 200% on this slide. The image should be crisp and clear.
- Save images to be inserted into your poster as TIFF files (.tif); greyscale or RGB.

Results

- JPG Files Should Not Be Inserted Into Your Poster.
  (If you have a jpg file, open it in Photoshop or Adobe and save as .tif file before inserting into PowerPoint.)
- GIF Files Should Not Be Inserted Into Your Poster.
  (If you have a gif file, open it in Photoshop or Adobe and save as .tif file before inserting into PowerPoint.)

To Add Tables or Graphs:

- To Insert graphs or tables from Microsoft Excel or Word, select the Insert menu, point to Insert Object, click the appropriate application. Or COPY then PASTE SPECIAL.
- Files from Non-Microsoft applications use SAVE AS or EXPORT to create a PICT, TIF, or EPS file then insert into your PPT document - on the Insert menu, point to Insert Picture, click From File.

- PLEASE SEND YOUR POSTER TO YOUR CO-AUTHORS FOR REVIEW AT LEAST 2 WEEKS BEFORE YOUR DEADLINE.

- FREE PRINTING: We will print your poster for free if you send it to Cicily at least 2 weeks before it’s due. Send your poster as a PPTX file or .PDF. Specify what size poster you want in your email.

If you miss the deadline for submitting your poster to us for free printing, you may still get your poster printed by BiotechProductions but you must cover the costs. You can place your order via their website biotech-productions.com. Or, call them at 650-369-4541. You must submit your printed poster to us in advance of the start of poster session. Please contact us to confirm your plans to submit a printed poster and for additional information regarding deadlines and procedures getting the printed poster to us in time.

Limitations

- List 2-4 limitations here.
- Many people will read your conclusions and future directions first, before deciding to read the rest of your poster. Make these compelling, but brief and aligned with your objectives and results.

Conclusions

- List 1-2 conclusions or implications of your work.

Future Directions

- Bring 25-30 8.5 X 11 hard copy colored print outs of your poster to hand out. Poster sessions are a great way to network, so be prepared to share your work and contact information!
"Nothing About Me Without Me": Patients Co-Teach Open Notes

Hayley Morin, Alex Doan, Chethan Sarabu MD, Olivia Jee MD, Erika Schillinger MD, Tamara Montacuta MD MPH
Stanford University School of Medicine

Background
- The 21st Century Cures Act mandates patients’ access to most clinical notes.
- Open Notes lead to improved communication, collaborative decision-making, and stronger relationships.
- Despite the known benefits, the concept of Open Notes is not yet being taught as part of the MOPA curriculum at Stanford.

Objectives/Aims
To develop and evaluate an Open Notes workshop for MOPA students as part of "Walk with Me," a patient-engaged first-year elective course.

At the end of the workshop, students will:
- Recognize the impact of Open Notes on patient care
- Discuss documentation bias among clinicians
- Identify 1-2 documentation practices to maximize educational potential for patients/families

Methods
1.5 hr virtual workshop including 3 sections:
- Educational Didactic by a national expert, Chethan Sarabu, MD.
- Patient & Family Partner Perspective on Open Notes provided by Sheryl Mitchell, RN.
- Student-Patient Pair Discussion: Student-patient pairs review a progress note together and discuss opportunities for improvement.

30 total participants (18 students and 12 patient and family partners).

Progress Note Review Activity:
[Image of patients discussing notes]

Results

Student-Patient Pair Discussion Takeaways:
- Negative language in notes (e.g., "aggressive patient") may bias providers towards provoking worse care for patients.
- Open Notes represents an opportunity for more thoughtful language that will remove bias and improve patient care.
- Open Notes ensure that patient charts are accurate and will create a more collaborative healthcare environment.

Open Notes is a new resource for patients to remember details about often stressful clinical visits.
- Acronyms used in notes can be confusing.

Walk With Me Class via Zoom: Students and Patient/Family Partners:

Learning Objectives Met

Acknowledgments: We would like to thank our patient and family partners and students enrolled in "Walk with Me" 2021-2022 for participating in this new workshop. Cody Chirayath and Kim Osborn for administrative support, and Dr. Tom Debienko and Jan魏 for the co-founders of OpenNotes for their inspiration.

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