**2025 DoM Diversity, Equity, Inclusion, and Accessibility (DEIA) Week Poster Showcase**

**Monday, March 10, 2025**

**11:30 am – 1:30 pm**

[**Showcase Submissions are**](https://eposterboards.submittable.com/submit/263080/bu-dom-evans-2023-abstracts) **now Open!**

Submissions are due by Wednesday **February 10th by 11:59pm EST**

**Call for Submissions:**

This year, we will hold the second annual Poster Showcase as a part of DoM DEIA Week. To maximize ease and efficiency of this process, we will be asking for submission of a draft poster (instead of an abstract, followed by a poster as we did last year). Following submission of the draft poster, there will be time for further edits and refinements.

**DEIA Showcase Goals and Background:**

This year marks the second annual DoM DEIA Week. One of the goals of DEIA Week is ***to disseminate and celebrate current DEIA related initiatives occurring in DoM***. To this end, we are hosting a DEIA Poster Showcase to illustrate the ongoing work by faculty, staff, and trainees in the Department of Medicine in the areas of research, education, programming, patient care, and beyond.

While the impetus for the DEIA Poster Showcase is to model the Evan’s Days Poster Session, we hope to include visual displays of a wide variety of work from a diversity of DoM faculty, trainees, and staff.

All submissions should have a clear basis in building, improving, and/or enhancing diversity, equity, inclusion, and accessibility efforts. They can be professional development focused, trainee focused, patient focused, public health or community focused, or have a focus in another related space (e.g. research). You are encouraged to submit completed projects and those in process with results and conclusions to date.

**If you submitted a poster previously and have updated data or conclusions to report, or if your program is ongoing and has new activities to report, we encourage you to submit an updated poster to be included in this year’s showcase.**

**Poster Submission Guidelines:**

**Instructions for Completing the Online Submission Form**

1. In order to submit a poster, we request some information about you. Please provide the following.
	1. Your name
	2. Section/Department
	3. Preferred email and phone number
	4. Include a brief bio of yourself (where did you go to school, research interest, etc.)
	5. What type of DEIA project is this?
		1. Research
		2. Education
		3. Professional Development
		4. Patient Care
		5. Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Evaluation of submissions will be based on how the project has contributed to the BU/BMC or larger community in its DEIA efforts. We expect and encourage there to be a wide variety of types of submissions, but ask that all posters contain the general information outlined below.

	1. **Title:** Provide an informative title or name for the project
	2. **Authors:** Authors or collaborators and their institutions
	3. **Purpose:** What problems or issues have you identified and addressed?
	4. **Approach or Methods:** What did you do? What was your approach?
	5. **Results or Outcomes (to date):** What did you find? (Can be descriptive or informative)
	6. **Conclusions or Significance (to date):** What are your take-aways? What might the next step be?
	7. **Please include your poster as an attachment in Powerpoint format where indicated on the submission portal.** Posters should be submitted using the Powepoint template provided. **The slide size should be 40.97’’ X 23.04”.** While we anticipate that many people will choose to display via a traditional poster, we encourage you to be creative in how your DEIA work is displayed. The template can be modified at your discretion, as long as the guidelines for poster size and text size are maintained.

Please note that you will have the opportunity to update your poster with any new findings that occur between the date of submission and the actual poster session.

The deadline **February 10th by 11:59pm EST** will remain firm, and any submissions received after the deadline will not be accepted. We anticipate all submissions will be accepted.

**Submission Rules**

1. Submission portal will open on January 9th, and will close after February 10thst, at 11:59 PM, EST.
2. Posters must be submitted in Powerpoint format. Please see attached poster template and guidelines.
3. We encourage you to make submissions as informative as possible. They must be submitted in English.
4. All DoM faculty, fellows, residents, postdocs, graduate and medical students, and staff may submit posters. If you are not sure if you have a DoM affiliation, please reach out to Nellie Ferrara to confirm.
5. Upon completion of your submission, you will receive an email confirmation.
6. If you have any questions, please feel free to reach out to Nellie Ferrara, inel.taggart@bmc.org