Carleton University Health Sciences Research Day
Student Presenter Instructions

Event Date: April 9th, 2026
Abstract Submission Deadline: March 9th , 2026 ([Submit Here](#))

Note: Please review the instructions for proper abstract and presentation formatting below, submit your abstract by deadline, and arrive at least 15 minutes before your presentation session.

Abstract Submission Guidelines

Please complete all sections below. This template is required for abstract submission (no exceptions). Submit the completed document to the designated submission email.

Before You Start

- Prepare a structured abstract (maximum 2,000 characters including spaces), excluding the title, authors, and affiliations.
- Identify the presenting author and provide a current email address (all correspondence will be sent to this address).
- Please review your entry carefully before submitting.

Required Abstract Format (2,000 characters including spaces)

Abstracts must be structured using the following headings (required):

- Background/Objectives
- Methods
- Results
- Conclusions/Significance

Important: Only abstracts including results (data, descriptive statistics, effect estimates, or clearly stated outcomes) are eligible for oral presentations.

Submission Information (Checklist)

Before submitting your abstract confirm that all required elements are present using the following checklist

☐ Abstract Title (<30 words):
☐ Authors (First name, Last name; etc.):
☐ Affiliations of Authors:
☐ Structured Abstract (max 2,000 characters including spaces):
☐ Background/Objectives:
☐ Methods:
☐ Results:
☐ Conclusions/Significance:
☐ Name of Presenting Author:
☐ Email of Presenting Author:
☐ Program and Year of Presenting Author:

Oral Presenters:

I. **Undergraduate BHSc Honors Thesis Seminar (HLTH 4910) Students**
- Format: 10-minute presentation + 2-minute Q&A
- Upload slides by noon April 8th
- Keep to time
- Be prepared for questions
- Remain for full session

II. **1st Year HS MSc Thesis Seminar (HLTH 5906); 2nd Year HSTP MSc. Final Presentation; PhD Thesis Seminar (HLTH 6906) Students**
- Format: 10-minute presentation + 5-minute Q&A
- Upload slides by noon April 8th
- Keep to time
- Be prepared for questions
- Remain for full session

Note: Oral presentations must include data, descriptive statistics, effect estimates, or clearly stated outcomes

Oral Presentation Checklist

☐ Abstract submitted by March 9
☐ Slides uploaded by noon April 8
☐ Presentation length rehearsed and within time limit
☐ Data clearly presented (figures, tables, or statistics included)
☐ Research question/objective clearly stated
☐ Methods summarized concisely
☐ Key results emphasized
☐ Clear, evidence-based conclusions
☐ Acknowledgements included (e.g., supervisor, funding)
☐ Slides are readable (appropriate font size, uncluttered design)
☐ Prepared to answer questions
☐ Arrive at least 15 minutes before session
☐ Plan to remain for the full session

Poster Presenters:

(1st Year HSTP MSc., Undergraduate BHSc HLTH 4910 Honors Thesis: HLTH 2004 Tiny Earth; HLTH 4906 Research Essay; HLTH 4909 Placement Students)

- Follow guidelines for poster dimensions and style (See Poster Guidelines Document)
- Set up the morning of Research Day, prior to your poster session
- Be prepared to guide audience through your poster and answer questions
- Remain at poster for the entire session

Note: Use the following guide to design a clear, professional academic research poster suitable for undergraduate or graduate research events.

Standard Poster Size: Suggested 36 in × 48 in (landscape preferred). **Note:** Set slide size before starting your design to ensure appropriate scaling when printing

Poster Sections (Suggested)	Design Tips
- Title and authors - Introduction/Background - Research question or objective - Methods (brief) - Results (largest section) - Discussion - Conclusion - Acknowledgements - References - Contact information/QR code	- Use 3-column layout - Keep text concise - Use large readable fonts - Include clear figures and graphs - Ensure high contrast colors compatible for colorblind observers - Leave white space - Ask yourself, would this poster be logical and interpretable if I weren't here to guide the viewer
Font Size Guide	**Printing Preparation**
- Title: 90–120 pt - Headings: 40–60 pt - Body text: 28–36 pt - Captions: ≥24 pt	- Check spelling - Confirm dimensions - Confirm DPI resolution (300-600 DPI suggested) - Export as PDF - Print ahead of deadline (Note: printing can be done through the CU Print Shop)

Poster Checklist

☐ Poster size & resolution set correctly prior to print
☐ Title readable from distance
☐ Figures large and clear
☐ Minimal text & spell checked
☐ Clear & Consistent conclusions
☐ Supervisor acknowledged
☐ Printed before event
☐ Prepared 2-minute summary