HUBBUB 2026

Submission Format Checklist

POSTER FORMAT
- ✓ Dimensions: 24in x 36in (portrait or landscape)
- ✓ Format: Powerpoint
- ✓ Font: Minimum 24 font

SLIDE DECK FORMAT
- ✓ Format: PDF
- ✓ Length: 5 slides maximum

VIDEO FORMAT
- ✓ Format: Mp4
- ✓ Shared as accessible link
- ✓ Length: 3-5 mins maximum

IMPORTANT: You are only expected to complete **one** of the deliverable formats listed above for your HUBBUB submission. Please be advised that only projects submitted in poster format can be displayed at partner institutions after the event. However, **all** projects will be posted to the CityStudio Ottawa Website, no matter the submission format.

WHAT TO INCLUDE
- ✓ Project title *(75 characters maximum)*
- ✓ Group member's name
- ✓ Course code, term/s, instructors name, City Lead name/s
- ✓ Institution (may be represented as a logo)
- ✓ Community Safety and Wellbeing Plan or Strategic Plan priority area (ask your instructor if you are unsure)
- ✓ Description of project
    - o Challenge *(What is the problem your project aiming to address? How does your project align with the City's goals? Max. 150 words)*
    - o Objective *(What is the objective/goal of your project? Max. 150 words)*
    - o Approach *(What approach have you taken to address the problem? How feasible is your approach? Max. 150 words)*
    - o Potential for impact *(What are the potential short- and long-term impacts of the project? Max. 150 words)*
- ✓ Images/graphs/charts etc. *(Min. 300DPI resolution) - optional*

YOU MAY ALSO WISH TO INCLUDE
- ✓ Logo of community partner
- ✓ QR code linking to supplemental materials

[CLICK HERE](#) TO ACCESS THE HUBBUB SUBMISSION FORM