INFORMATION FOR POSTER PRESENTERS
Website

Displaying your poster

All posters should be displayed for the duration of the meeting (ie Thursday and Friday).

Manned poster viewing times have been allocated within the programme as follows:

Thursday 5 September, 1100-1200 - All **odd** numbered posters.

Friday 6 September, 1000-1100 - All **even** numbered posters.

Boards will be available for delegates to display their posters on, from 0830 on Thursday 5 September. Please ensure posters are removed by 1440, Friday 6 September 2019.

Poster preparation
1. Each presenter will be allocated one numbered board. The maximum size allowed for your poster is size A0 maximum (841mm wide x 1189mm high). Posters **must** be portrait size.
2. Fixing materials for attaching your poster to the board will be available at the meeting.
3. Posters are usually more attractive when mounted onto a single background rather than being mounted on the board as several sheets.
4. The organisers will provide poster board numbers.
5. You are invited to bring copies of your poster on A4 sheets to hand out to interested delegates. Alternatively, consider adding a QR code pointing to your website (perhaps make a downloadable copy of your poster available there or to contact you after the meeting). If you're not sure what this is click for more information, or try Google for more ideas. It's a way of enabling delegates to contact you easily or to view additional information – you could even include a video of yourself describing your study!

Organising your poster

Title - The title of your submitted abstract

Authors - Who was involved and their affiliations

Introduction - A statement about the aims and objectives of the study

Methods - A description of the methodology that you have adopted including any assumptions

Results - Include examples of the main results of the study

Conclusions - List the main findings and your thoughts

Formatting your poster

1. Keep fonts simple and use one or two different fonts only
2. Font size – your poster should be easily legible at a distance of 1.5 metres. We recommend the following minimum font sizes:
   Title – 84 pt
   Authors/addresses – 42 pt
   Section headings – 30 pt
   Text – 24 pt
3. Keep use of colour to a minimum
4. Maintain a consistent style
5. Keep text to a minimum
6. Neutral colours work better as a background rather than bright colours
7. Make use of graphics where possible
8. Only include what is absolutely necessary
9. Do not overload tables and figures with information
10. Be selective when showing results
11. Check spelling
12. Above all, keep it simple

Poster pitching

If you have been offered a poster pitching slot, please read the following:

You will have 90 seconds to tell the audience about your poster. There will be no time for questions. You should present 2 slides. Both slides should have your poster number in the top left hand corner at a size equivalent to 60 in Arial font. The first slide should have the title of your poster and the name and designation of the presenting author only. The second slide should contain the important message of your poster and could include an image and/or a graph. Please do not use animations nor fill the slide with too much information. Presentations will be in numerical order of poster number so you must be ready to present on time.   See programme for details.

Disclosure

All presenters must include details of any potential conflicts of interest on their slides or posters – you must include details of any company support given, whether in conducting the research, analysing the data or preparing the presentation.