



Poster Presentation Guidelines

Please note: Poster presenters will be required to submit an electronic copy/PDF of their poster for the meeting:

Log into the Abstract submission site where you can upload your poster as a PDF.

This should be done as soon as possible with a deadline of 11th May 2020.

The maximum dimensions of the mounting board are 1030 m (horizontal) x 2000 m (vertical) suitable for an A0 size portrait poster.

No cine, audio or slide presentation will be allowed. All posters must be suitable for viewing under normal lighting conditions. All presentations must be in English. Display boards, appropriately numbered, will be provided for authors to mount their exhibit. Please note that posters must be in portrait format.

Guidelines for a Successful Poster Presentation

Remember posters are intended to convey the essence of your work to an audience within and outside your specialty. You should aim to attract and hold attention. It is widely appreciated fact that a good poster presentation takes at least as long to prepare as an oral one, so starting thinking about the content and layout now.

Disclosure of Conflict of Interest

A disclosure of conflict of interest* must be included on the poster. It should be placed either on the top or the bottom of the poster and state:

“In relation to this presentation, I declare the following, real or perceived conflicts of interest: (description of the conflict of interest)”

OR

“In relation to this presentation, I declare that there are no conflicts of interest.”

* A conflict of interest is any situation in which a presenter or immediate family members have interests, which may cause a conflict with the current presentation. Conflicts of interest do not preclude the delivery of the presentation, but should be explicitly declared. These may include financial interests (e.g. owning stocks of a related company, having received honoraria, consultancy fees), research interests (research support by grants or otherwise), organizational interests and gifts.

What to avoid

Too much detail, don't be tempted to include all you know on the subject (there is limited time to look at each poster).

Sparsity - Conversely, make sure that enough information is included on your poster. Do not attempt to make up for lack of information by using exceptionally large fonts and/or figures.

Window-pane effect - Generally speaking, straight rows and columns of information are not visually stimulating. Use a pattern of sections that the viewer can follow - this need not be regular.

Fuzzy images - These will detract from the presentation.

Distracting background White and strong colours can be visually distracting and are generally best avoided

What to do:

Get advice from a professional, e.g. your Medical Illustration Department. They can help you in all sorts of ways and have equipment (e.g. large laminating machines, A3 printers) that you probably won't have.

Structure Use the same basic structure as you would for any scientific presentation: Introduction, Methods, Results, Discussion (optional in this context), Conclusions, and References (optional)

Title - Make this stand out, as this is what the passer-by will read first

Methods - Be concise. Two or three sentences should be enough to convey the important details. The handout can contain more detail (see below).

Results Highlighted by clear tabulation, appropriate curves, statistical detail and labelled as appropriate.

Conclusion(s) Short and to the point. The "take home message".

Layout Guide the viewer's eye in an orderly way. Ensure that there is a logical path of terms which can be followed. It may be appropriate to link these sections with lines and possibly arrows

Colour - If the mainstay of the material is using black and white, it is important to highlight with colour. This should not appear as if hand-drawn

Font - Style and Size - Choose a consistent font (or limited number). Ensure that font sizes are legible from 2 metres away

Graphics - Must be sharp. Relevant to the presentation, with colour. Text graphics should be grouped together in both relevant and visually stimulating sets

Borders Use of high quality border lines for the poster as a whole and for sections contained within provide a clean, visual effect, aiding, definition

Contributors - Identify any other contributors, other than those shown on the overhead title Contact point Indicate how you can be contacted

Tips for a Memorable Poster

Novel gimmick - Worth considering, providing it is not banal

Touchables - Consider allowing the viewer to have tactile interaction with the poster. However, ensure that viewers cannot cause any damage!

Use of analogies Use an analogy which is easy to remember. Relate your problem, or its solution, to the likely common experience of the viewer

- Relevance

Relate the work to the commonly understood needs. Demonstrate, if at all possible, that it is not esoteric

- Dynamics

Some form of 'multiple-state item' might be included, displaying for example, different solutions to different input conditions

- Handout

This is most important. A nice handout will be much appreciated by the viewer, as no one wants to stand around scribbling down details, references, etc. Make an A4 summary, including important graphics, etc, preferably printed in colour. Just photographing/printing the whole poster is generally a bad idea as text clarity is usually lost in the process. Initially, put about 10 copies in a clear polypropylene A4 wallet pinned to your poster, and replenish as required. It is suggested that you bring at least 30 copies with you. You'll be amazed how quickly they will disappear.