Instructions for Poster Presenters

Preparing your poster

In order to efficiently communicate the results of your research to the viewers your poster needs to be eye-catching and look professional - although it does not need to be professionally produced.

You may want to consider the following points when formatting your poster:

- Use clear, concise language
- All presentations should be in English
- Avoid using all capital letters, even in the title, as they are visually confusing.
- If possible, convert data to properly labelled graphs - they are easier to read.
- Don't overload your poster. Remember, you are not writing an article.
- Seek simplicity, keep text to a minimum and avoid redundancies
- BAPEN is keen to adopt new ways of poster presentation and design. Effective conference posters are focused on graphics, whether it be in the form of illustrations, figures, graphs, or photographs. The text should only be there to supplement the graphic content.
- QR codes linking to scientific content can be included on the poster.
- Please include any sources of funding.
- Please ensure that your poster title and authors as stated on the submitted abstract are printed on your poster.
- Prepare a short (< 4 minute) oral guide through your poster to be presented to interested participants during the Poster viewing.
- From a sustainability perspective, we would like to ask people to consider preparing their poster on fabric. Fabric poster printing and shipping can be done through many suppliers. We have previously used https://www.sciencepposters.co.uk/ however they are just one of a number of suppliers that can assist you to print your poster.

How to produce the most eye-catching and effective poster?

- Your poster MUST be A0 90cm wide x 120cm high (A0 **portrait**) in size and portrait in orientation
- You are able to use any poster template or layout you wish, however particularly if you are a new presenter, we encourage you to use the template which can be downloaded from the website/your acceptance email.

BAPEN 2024 Annual Conference

5th – 6th November
The Glasshouse, Gateshead

Please follow carefully the instructions outlined below:

Submitting your poster prior to the conference

- As part of your offer of poster presentation, you are required to submit your PDF poster prior to the conference so it can be part of the poster flip book and conference app.
- The hard deadline for submission of PDF posters is: **Midnight Sunday 20th October.**
- Please use this link to submit your final PDF poster: https://app.oxfordabstracts.com/stages/53308/submitter

At the Conference - Set up and display

- You will be responsible for printing, setting up and displaying your poster at the conference.
- Your poster should be displayed for the duration of the conference and should be ready for viewing by the coffee break at **10:30 Tuesday 5th November**. Your poster should remain in place until the close of the **final lunch break at 14:45 on Wednesday 6th November**.
- Please check the details sent to you, and/or the programme upon onsite registration at the meeting for your exact poster board number, as well as the location of the posters.
- A display board with your poster number will be provided. The board has a display area of approximately 90cm wide x 120cm high (A0 **portrait**). **Posters not fitting within this maximum size cannot be displayed.** *Please ensure that your poster has a **Portrait** (not landscape) orientation.*
- The boards will be felted, and your poster should be attached using Velcro hook material. Alimited supply of Velcro hook fixers will be available onsite.
- At the end of the meeting, any posters not removed from the display boards will be disposed of.

At the Conference – Your poster session

- You should also be prepared to give a <4-minute minute oral presentation alongside your poster during your allocated poster walk. Poster walks are scheduled as follows:

Tuesday 5th November 10:30 – 11:20:
Enteral nutrition, Parenteral nutrition, Oral nutrition support & Case studies

Tuesday 5th November 15:45 – 16:30:
Clinical Practice and Guidelines & Service Improvement

Wednesday 6th November 12:50 – 13:35:
Intestinal failure, Screening & Clinical nutrition

Conference registration

- To present your abstract at the conference your presenting author must register to attend as a delegate. If you have not already done so, please visit the conference website to register as soon as possible.
  https://www.bapen.org.uk/conference/conference-registration/