Guidelines for preparing a Poster for BAPEN conference

All posters should comply with the guidance below. The guidance below is also aimed at presenters who may have little or no experience in producing a poster for a scientific meeting.

• The maximum size for your poster should be A0 (84cm x 119cm), and MUST be in portrait style. The conference organisers will provide adhesive, pads to attach your poster to the display boards which are portrait style.

• The poster can be printed on sheets of A4 paper, on larger pieces of paper or one big piece of A0. If you plan to use the poster again it may be a good idea to get it printed as A0 or laminated but this can be expensive. It is up to you how you use the space allocated but if the poster is larger than A0 there will not be room to show it.

• Give the poster the same title that you gave your abstract (unless the reviewers suggested an alternative). The title should be in lower case with capitals only used for the first letter of the first word and proper nouns (eg London). The poster can be produced using a computer package such as PowerPoint for Windows (Microsoft). Typing PowerPoint poster into Google will lead to a number of sites that offer comprehensive advice regarding constructing a poster for presentation at a scientific conference.

• Under the title, give your name and those of any co-authors as it appears on your abstract. All authors should have given their permission on submission of the abstract. After the names, give your affiliation (department, hospital or university etc). If you have moved position since undertaking the work, give the affiliation of the place where the work was carried out. If you wish, you can add your present address or position at the bottom of the poster in smaller font.

• The poster is usually broken down into Background, Methods, Results, Discussion and Conclusion. Each heading should have only one or two brief paragraphs of information underneath.

• Don’t overload your poster – it is not a full paper!

• Give your conclusions prominence – The average reader spends 1-2 minutes per poster and the conclusions are often the first part of the poster read by observers.

• Placing the conclusions at eye level can increase the impact of your poster.

• Use 2 – 3 columns and the reading pathway should be down each column.

• The poster should be readable from 1.5 – 2 metres so text should be no less than 5mm high for capitals, preferably larger. Make the letters of the title at least 2.5 cm high (approximately 90 – 120 font) and the other text at least 0.5 - 1 cm high (approximately 25 - 50 font)

• Avoid abbreviations in your conclusions.

• Prepare a short oral version for presentation at the poster round.
• An acceptable poster format is shown below:

![Poster Format Diagram]

• Key references should be cited in the text by superscript numerals (eg ¹) and details given at the end of the poster. It is acceptable to present these in smaller font size than the rest of the poster if you are short of space.

• Be brief, be concise and try not to clutter the poster with many words - you are trying to get across one or two major points about your project and you will not be able to describe everything in detail. Using bullet points may help. If you have diet sheets, questionnaires or other examples of assessment tools bring them along but don’t try to put them in the poster. They can be pinned underneath or displayed in a pocket - bring along any additional material you might need to fix this.

• Use graphs, simple tables and photos or pictures to break up large pieces of text but remember that readers are unlikely to study very complex visuals. Different colours can help make the poster look more attractive but don’t over do it - try to get a balance between producing something attractive but which still looks professional.

• If your poster has to be rolled up in order to transport it to the meeting, you may find it helpful to buy or borrow a large plastic carrying tube. These are generally available from art shops.

• The opportunity to present your poster during the poster session will give you useful feedback on your research and give readers a chance to talk to you if they find your work particularly interesting or have any questions. This is often a great opportunity for networking. Make sure your nominated author is available for poster round sessions.

• After the meeting, remember to take your poster home with you - a lot of hard work went into producing it and hopefully you will be able to display it again at future meetings. Even if it isn’t used again at a meeting, think about displaying it at your place of work so that other colleagues or visitors have an opportunity to appreciate your achievements.