

Poster Presentation Guidelines

You should ensure your poster is up by 9am on the day of your presentation. Authors are requested to be present next to their poster boards during the coffee and lunch breaks.

Posters will be on display for the duration of one day. **Please note** - you are responsible for collecting your poster at the end of the day. If you are unable to do this in person, we recommend that you arrange for a colleague to collect the poster on your behalf or arrange for a courier to collect it.

- You will be allocated a 1m wide x 2m high board. The panels are velcro compatible. The ideal poster size is a maximum of **90cm wide x 120cm high**. (View sample).
- Posters should be laminated and will only be accepted for display if they are on one sheet only. Multiple sheets of A4 cannot be accommodated.
- All illustrations, drawings, photographs and text (including photo captions) should either be mounted or printed on smooth lightweight card 1mm thick or laminated. We recommend that posters are printed on one large sheet and, where possible, produced professionally.
- All material should be legible from a distance of TWO metres. Capitals should not be less than 8-10 mm in height and lower case lettering should be not less than 5mm in height.
- The top line(s) should give the title of your abstract with lettering not less than 2.5 cm high.
- The next line(s) should indicate the authors and their affiliations.
- Continue with the introduction, methods, results and discussion as appropriate. The poster should end with conclusions.
- You are advised to bring ***your own adhesive velcro and scissors for mounting the presentation on the poster boards***. No drawing pins, staples, sticky pads or any other form of adhesive should be used.
- Handouts and/or reduced photocopies of your poster for distribution to interested delegates, are always appreciated. These should be prepared in advance of the meeting. Please bring an envelope in which you may place A4 reprints of your poster or relevant material.

