Poster Presentations: Submission Guidelines

Submission Deadline: Saturday 25th April 2020

- Complete and return a poster competition entry form and forward to the BAPO Secretariat enquiries@bapo.com

- The poster should be on a single aspect of patient care or manufacturing

- The poster should not be bigger than A0 and can be landscape or portrait in orientation

- The poster can be printed on A4 paper and mounted on card or professionally printed

- Posters should generally not contain more than 1000 words and should be easy to read from a distance of 1 – 2 metres

- The finished poster should be brought in person/by a colleague to the BAPO registration desk at conference. Submission deadline is 12 noon on Saturday 25th April 2020

Generally, it is worth bearing in mind the following:

- The most effective posters provide minimal text.

- Clear and simple language is best. Cut out the jargon as much as possible. It is also helpful to use short, uncomplicated sentences. Consider using "bullet statements" to make your points short and clear.

- **Titles** and **headings** should appear larger than other text, but not too large. The text should also be legible from a distance, say from 1.5m to 2m. Your title and authors' names, running along the top of your poster, should be huge, e.g., 72 point. The title of each section of your paper should also be large, perhaps 60 point. Your bullet statements (or however you choose to make these important points) should really stand out – try 48 point or larger. Additional text should be no smaller than 24. You can get away with 18 for sections like Acknowledgements and References Cited, but don't go any smaller than that.

- **Color:** In general, black type on white paper is best, though studies show that a cream colored background is a bit easier on the eyes. Avoid using brightly colored paper.

- **Do not use all UPPER CASE type in your posters**. It can make the material difficult to read.

- **Do not use more than 2 font types**: Too many font types distracts, especially when they appear in the same sentence. Fonts that are easy on the eyes are Times-Roman and Arial.

Graphs

- choose graph types that are appropriate to the information that you want to display, annotations should be large enough, and the lines of line-graphs should be thick enough so that they may be viewed from a distance.
- do not attempt to have more than six line-graphs on a single plot.
- instead of using lines of different thickness, use contrasting **coloured lines** or **different line styles** to distinguish between different lines in multi-line graphs.
- multi-line plots or plots with more than one variable should have a legend relating the plotted variable to the colour or style of the line.

Diagrams and drawings

- should be labeled.
- drawings and labels should be large and clear enough so that they are still legible from a distance.
- do not try to cramp labelling to fit into components of a drawing or diagram. Use 'arrows' and 'callouts'.

Clipart

- should only be used if they add interest to the display **and** complement the subject matter. Otherwise, all they do is to distract attention from the focus of the presentation.
- can also be 'dangerous' as you may spend more time fiddling about with images and choosing appropriate cartoons than concentrating on the content.

Maintain a consistent style

- inconsistent styles give the impression of disharmony and can interrupt the fluency and flow of your messages.
- headings on the different pages of the poster should appear in the same position on all pages.
- graphs should be of the same size and scale especially if they are to be compared.
- if bold lettering is used for emphasis on one page, then do not use italics on others.
- captions for graphs, drawings and tables should either be positioned at the top or at the bottom of the figure.

Arrangement of poster components should appear smooth

- remember that you are using posters to tell a story about what you have done and achieved. As in report writing, the way you arrange the sections should follow the 'storyline'.
- sometimes it is helpful if you provide cutouts of arrows to direct attention to the sequence of the presentation.
- use a new page to start off a new section.
- It is recommended that you draw up your poster on A4 sheets. This will not only make it more portable and easier to store but in addition, you can move the pieces around so that they best suit the allotted space on the display board (sometimes vertical and sometimes horizontal).

Below is a standard format outline for a poster:

- a **Title** page, telling others the title of the project, the people involved in the work and their affiliation, plus contact details.

- a **Summary** of the project stating *what* you have set out to do, *how* you have done it, the *key* findings and the *main* results.

- an **Introduction** that should include clear statements about the problem that you are trying to solve, the characteristics that you are trying to discover or the proofs that you are trying to establish. These should then lead to declarations of project aims and objectives.

- a **Theory** or **Methodology** section that explains the basis of the technique that you are using or the procedure that you have adopted in your study. You should also state and justify any assumptions, so that your results could be viewed in the proper context.

- a **Results** section that you use to show illustrative examples of the main results of the work.

- a **Conclusion** section, listing the main findings of your investigation, and

- a **Further Work** section that should contain your recommendations and thoughts about how the work could be progressed; other tests that could be applied, etc.

- A **handout***:* It is recommended that you write up a brief hand-out to accompany your poster. It can simply be an A4 version of your poster, though it can also be an opportunity to provide a little more information than the poster allows. It will enable people to have something to refer to at a later date if they are interested in your work. The ideal handout is just one to three pages long, with all of the important points in both text and graphics – an envelope of these can then be attached to your poster display area so that your colleagues can easily collect them.