



Poster: Submission Guidelines

Submission Deadline: 1 September 2021

- Complete and return a poster competition entry form and forward to the conference@bapo.com
- The poster should be on a single aspect of patient care or manufacturing
- The poster should not be bigger than A4 and can be landscape or portrait in orientation & should be submitted in pdf format.
- Posters should generally not contain more than 1000 words

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.
- **Color:** In general, white background is best
- **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 view easily without excessive zooming required.
- 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 on the screen.
- 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 arrows to direct attention to the sequence of the presentation.

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

POSTER RESOURCES

- [#betterposter](#)
- [Visual and UX Design Principles Can Improve the Effectiveness of Poster Sessions](#)
- [How to Design an Award-Winning Conference Poster](#)
- [Poster Perfect](#)
- [How to Design an Effective Scientific Poster](#)
- [Designing Conference Posters](#)
- [The Scientist's Guide to Poster Design](#)