
Poster Presentations

Poster presentations provide a way to share professional ideas and innovations, as well as being a forum for presenting research or clinical projects to colleagues.

A poster is a short, easy to digest, visual summary of a particular piece of research or project.

Authors will be asked to man their posters during an allocated poster viewing time so that delegates can discuss their work and ask questions.

The posters will be judged by a panel of impartial judges and the author(s) of the best overall poster will be invited to present their work during the closing session of the conference, after which the poster prize will be presented.

If you have a current, relevant project which you would like to present as a poster, please follow these guidelines:

BEFORE THE CONFERENCE

Abstract submission

The first step to producing a poster is to provide the title and abstract/summary from which your poster will be considered for presentation at the conference.

The abstract/summary should be:

- ❑ A brief explanation of the content and purpose of the poster
- ❑ A maximum of 300 words
- ❑ Submitted electronically as a **Word** document by **19 August 2011** to delia.britter@mstrust.org.uk
- ❑ Abstracts will not be accepted in any other format
- ❑ Abstracts should be submitted with a completed poster application form

You will be notified by **mid-September 2011** as to whether your poster has been accepted.

Once you have received acceptance of your poster presentation you need to start thinking about the details and presentation of the poster. The information below may help you to do this:

Preparing your poster

The maximum panel area is **1m x 1m**, so your poster **must** fit within this space. Posters not meeting this maximum size requirement will not be displayed.

General points

- ❑ You can use smaller sheets within this area and join them together. If you decide to do this, mount the sheets onto card using Spray Mount or Photo Mount (available from artists suppliers)

- ❑ Don't forget that you will have to transport the poster to the conference, so don't mount it onto a huge piece of industrial strength cardboard!
- ❑ When you are happy with the content, try different arrangements within the maximum size until you are happy with the layout.

Title

- ❑ The title should be attention grabbing and short, but informative. Think along the lines of a newspaper headline. Again, you will be competing with lots of other posters, so you want to make sure that your title invites people to read your poster.
- ❑ The title should appear at the top of the poster and should run across the board (even if your poster is made up of smaller sheets).
- ❑ Don't forget to include the author(s) name at the top under the title.

Content

- ❑ The poster should only contain the main points of information that you wish to convey. Any detail can be provided as handouts or in answer to specific questions from delegates.
- ❑ Remember to be concise. **Keep the poster to a maximum of 500 words.**
- ❑ It may be helpful to divide the poster up into sections under different headings. Some headings that may be useful are:

Introduction	Methods	Conclusion
Background	Results (if known)	Summary
Aims	Discussion	References

Format

- ❑ Use clear, concise *English*.
- ❑ Use bullet points - they are easier to read.
- ❑ Use upper and lower case. Avoid using all capital letters, even in the title, as they are visually confusing.
- ❑ Make sure that the text is large enough to read from a distance; keep the text to a minimum of 18 point and even larger for the title.
- ❑ Use at least one-and-a-half line spacing.
- ❑ Use bold font for the title and headings to emphasise words in the text.
- ❑ For clarity use no more than two typefaces: one for the title and sub-headings and one for the text.
- ❑ Try using diagrams, illustrations or photographs to make your poster more visually interesting; remember it will be competing with many others
- ❑ If possible convert data to graphs - they are easier to read. Don't forget to make sure that any key or figures are large enough to be clearly legible from a distance.
- ❑ Black text on a white background is the easiest to read, but you could try using a colour frame to introduce some colour.
- ❑ Use the spell-check!
- ❑ Get a colleague to read through the poster and check the spelling/grammar. Is it easy to read? Is the order and layout clear?

Pdf submission – deadline 14 October 2011

All posters must be submitted electronically as a pdf file by **14 October 2011** to **delia.britter@mstrust.org.uk**.

For further information please contact: Delia Britter on 01462 476704 or email delia.britter@mstrust.org.uk

AT THE CONFERENCE

- ❑ You will be responsible for mounting your poster at the start of the conference. Please go to the **Kenilworth Bar** with your poster on Sunday 13 November between 11:00 – 13:00.
- ❑ *Only* use the velcro self-adhesive tabs provided to mount your poster.
- ❑ Posters will be open to delegates for viewing throughout Sunday and Monday in the **Kenilworth Bar**.

To give delegates the chance to discuss the content with you further, you will need to **man your poster between 16:30 and 17:30 on Monday 14 November**.

- ❑ Bring copies of the content of the poster (A4) to hand out to interested parties.
- ❑ Bring a note-pad and pen to make a note of any useful contacts.
- ❑ Do not allow any one delegate to monopolise your time during the poster session.
- ❑ The poster session is an exchange of ideas; be ready to receive as well as give information.
- ❑ If you have a business card, bring some with you to give out to people interested in your poster who may wish to contact you at a later date.

Posters can be collected after 18:30 on Monday evening from the conference registration desk.

Please make sure you find out if your poster is the winning one by collecting your poster/checking with the conference registration desk on Monday evening. Posters can be collected from the registration desk until close of conference. Please note we cannot take responsibility for any uncollected posters.

The author(s) of the best overall poster will be given a fantastic opportunity to give a five minute presentation during the conference's closing session on Tuesday 15 November. All authors are requested to prepare and bring a five minute presentation with them.

Judging criteria:

Judges will consider the content, style and innovative nature of your research or project and how this is communicated in your poster. This will be to see if:

- ❑ The poster explains your research in a clear, concise manner that non-experts can understand.
- ❑ It demonstrates the benefit of the topic for those affected by MS.
- ❑ The text size and diagrams/graphs are used appropriately and easy to understand.
- ❑ You can answer questions about your poster and work if asked.

Posters will be judged by an impartial panel and the prize will be announced at the end of the conference. Good Luck!

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