Poster guidelines

Overview

The poster comprises two parts: (1) the printed poster itself, which will be affixed to a poster board and will be on display throughout the Congress; and (2) an accompanying pre-recorded video presentation associated the printed poster via a QR code, which we will supply.

Preparing the poster

Your poster should be prepared for printing on **A0** paper in **portrait orientation (i.e. oriented vertically)** (dimensions: 1189 mm tall by 841 mm wide). A smaller A1 poster is also possible if you prefer, which can be oriented landscape (horizontally) or portrait (vertically). You can prepare the poster in any software of your choosing, and **you will be responsible for printing and transporting the poster to Leeds**. We ask that your poster is printed **in colour**.

We also ask that you share with us a PDF of the poster so that we can upload the poster to a file repository together with your video. **The link to the file repository can be found below (under "Preparing the video presentation").**

Tips and recommendations

- Keep the message simple and let graphs and images tell the story as much as possible;
- Balance figures and text carefully and leave adequate space between elements;
- Use titles effectively to highlight important parts of your poster;
- Consider including a conclusions or 'key takeaways' section at the bottom of your poster;
- The title should be visible from 4-5 metres away to catch readers' attention, and other text needs to be sufficiently legible from closer to the poster.

Preparing the video presentation

To accompany your poster, you can prepare a **5-minute video presentation** summarising the key points of your poster. **We encourage the use of PowerPoint** (we recommend no more than 5 slides), with a video of you speaking overlaid in the corner. Software such as Microsoft Teams, Zoom, Microsoft Powerpoint (using the 'Record' function) and Microsoft Stream are very effective for recording video presentations.

The video must be supplied in **.mp4** format (as high quality as possible), and will need to be uploaded to our [OneDrive repository](#) by **Friday May 30** to allow us time to prepare the QR code to attach to your poster.

At the Congress

On arrival at the Congress, please give you poster to one of the team at the welcome desk and they will attach it to the poster boards.

We will then affix a QR code beside your poster which will link directly to your video presentation and the PDF version, which will be stored on our online file repository. These QR codes will be active for 30 days from the start of the Congress.

The QR code will also feature alongside the abstract, which will be in the book of abstracts.

The posters will be on show for the entirety of the Congress, and we have earmarked the three morning coffee breaks during the Congress, after the keynote speeches, when attendees will be encouraged to view the posters and meet the poster presenters:

- Tuesday 1 July 10:00-10:30
- Wednesday 2 July 10:00-10:30
- Thursday 3 July 10:00-10:30

At some of these times at least, we ask that you stay near your poster to talk to attendees and answer any questions that they might have.