

INSTRUCTIONS FOR POSTER PRESENTERS

Poster Display; Facilitated Poster Discussion

Please ensure that you read all the sections and information relevant to your format of presentation.

Registration

(Applies to all presentation categories)

All presenters are reminded that they must register and pay to attend the conference. The “early bird” deadline is Friday 3 May 2019 (registration must be fully paid by this date). For further information and to register your place go to rcotannualconference.org.uk

IMPORTANT - PLEASE NOTE

- Posters cannot be displayed unless the author/co-author is registered to attend for the full conference
- If you, or your co-presenter, are no longer able to present your abstract, please notify the Conference Secretariat immediately at RCOT@outsourcedevents.com
- **The content presented in your session/poster must be as outlined, and expected, from your submitted abstract**

Presenter/Speaker Consent

(Applies to all presentation categories)

All speakers/presenters are required to complete a Speaker Consent Form to indicate their acknowledgement of, and consent for the following:

(Forms will be available for signing in the Speaker Preview room at Conference)

- The speaker/presenter, has appropriate image rights and permissions for their presentation/poster to be displayed publicly
- The speaker/presenter, has appropriate authorisation to include any email addresses/contact details in their presentation/poster
- Filming and photography will take place throughout conference, and this may include some sessions. The speaker/presenter gives their consent to potential filming/photographing of their session
- **No** presentations will be uploaded to the RCOT conference website after conference without the presenter’s signed agreement
- Where agreement has been given for RCOT to upload the presentation, the presenter will supply a version suitable for use on the RCOT website e.g.
 - Speaker notes removed
 - Any other necessary amendments made e.g. contact details removed as required
 - Final version converted to PDF

Presenters to email their presentation for uploading onto the RCOT website to caz.dunn@rcot.co.uk

Poster display (Applies to all poster categories)

Mounting and Removal of Posters

Posters should be made from light-weight materials as they will be attached to the boards by Velcro. (Velcro will be supplied by the organisers).

Poster mounting will take place between:

15:00 – 17:00 on Sunday 16 June 2019

09:30 – 13:20 on Monday 17 June 2019

Removing posters will take place between 14:00 – 17:00 on Tuesday 18 June 2019

Your poster number will be displayed at the top of the poster board.

We request you keep to the times above for mounting and removing posters. All posters should be displayed for the duration of the conference, and if the poster presenter is unable to meet the set-up or removal times, you must arrange for a co-author or other colleague to assist with set-up and/or removal. All posters remaining in the Poster Display Area after 17:00 will be thrown away.

Poster Printing Service

A poster printing and mounting service is available. If you choose this option, your poster will be printed, delivered directly to the venue, and mounted on your poster board before the conference opens.

Contact laura@aspectpress.co.uk for instructions, artwork requirements and further information.

You will need to quote your poster/presentation title and number to place your order

Storage of Poster Tubes and Packaging

A poster tube storage facility will be provided. All poster presenters should ensure that their poster tubes are clearly labelled with their name and poster number.

Essential Poster Requirements: (Applies to all poster categories)

1. All posters to be in **portrait** format
2. Do NOT exceed the overall poster dimensions (Width 841 mm, Height 1189 mm, or A0)
3. Include the abstract title at the top of your poster
4. Ensure that the text of the poster is clear and can be read from a distance of 1.5 metres (5 feet)
5. Total text should be between 300-600 words
6. Minimum font size should be 24
7. Include a minimum of one and maximum of five references
8. Include acknowledgement of copyright permission on photographs, diagrams or images. It is illegal to copy images or photos from the web and reproduce them on your poster. You can use copyright free images e.g. <http://www.free-images.org.uk/> or purchase one off copyright images e.g. <http://www.bigstockphoto.com/>. If using your own images, this should be acknowledged, and you should state that you have consent to share them as appropriate or relevant.

Best Poster Competition (Applies to all poster categories)

There will be an award for the Best Poster at conference, judged by the Conference Development Team (CDT). All posters that meet the Essential Poster Requirements (above) are eligible to be included in the competition. The CDT will then use the marking criteria in Appendix 1 to select a winner and a runner up.

How to prepare a poster for the RCOT Annual Conference

(Applies to all poster categories)

Planning

The whole point of a poster is to catch people's eye, to make them stop and read, and to deliver some key messages clearly and concisely. Familiarise yourself with the essential poster requirements above, refer to the learning outcomes you outlined in your abstract, make a list of the important headings and points you want to convey and then consider...

- Purpose – why are you presenting the information?
- Audience – who will be viewing your poster?
- Content – what do you want the audience to know?
- Design – how are you going to say it?

Plan the 'story' you want to tell

- Have a beginning, a middle and an end:
 - Set the context of the work, and state what you did and why, what the outcomes were, and what will happen next or next steps
 - For research-based posters the structure should be: introduction, method, results, analysis, discussion, conclusions and implications for practice
- What do you want your audience to remember?

Design

Guidance adapted from, and further information at:

<http://www.supi.manchester.ac.uk/media/services/supi/Academic-Poster-Guidance.pdf>

It is important that your poster is well designed. If the subject matter is not clear from 3 metres away your audience will most likely not approach it. All elements should be visible from at least 1.5 metres away.

Key points;

- The poster should be both simple and clear
- Create an eye-catching, elegant display
- Consider the colour scheme and background you want to use
- Make a sketch or a rough plan of the poster. Try out different styles and experiment with different shapes and layouts
- Make sure that all photographs and images are of a high quality and can be reproduced clearly
- Avoid the use of complex tables or figures (people will not have much time to absorb them)

Layout

The layout of your poster should be both visually appealing and well organised with clear headings and subheadings. Depending on your content you might choose to structure your poster in a variety of ways – there is no right or wrong way to structure a poster.

Reading order

In the first three seconds of looking at a poster, the reader is deciding whether to stay and explore the poster or move on. The most effective academic posters provide a discernible reading order with a clear sequence of information.

- Design the content so that it is flowing – how will you guide the reader from one section to another?

- A series of columns can be an effective way of ordering information as can be seen in newspapers and magazines. In English speaking countries, the way people read a poster is commonly from top to bottom and from left to right

Balance

Arrange text and images (tables, graphs, photographs or pictures) so that both elements are balanced across the poster. Placing illustrations throughout the poster breaks the text up into easily readable chunks and allows for smoother flow. Balance can also mean ensuring that the poster is not cluttered. Blank space can serve to make text easier to read, allowing the reader to pause and take note.

Effective Use of Text

The words in the poster need to read at a distance of 1.5 metres. Total text should be between 300 – 600 words. This will depend on your subject and the graphics you want to include.

- Group text according to subject matter but don't make paragraphs too long
- Bullet points can be used to define simple statements / short clauses
- The clarity of text can be improved by using increased line spacing
- Left justified and not fully justified text is clearest on the eye
- Set headings in BOLD and make them concise
- Highlight key points
- Think about how long it will take a person to read the whole poster
- You can use abbreviations, but only after the full text has already been included with the abbreviation in brackets e.g. Royal College of Occupational Therapists (RCOT)
- Choose a font that is easy to read e.g. Arial, Calibri, Tahoma or Verdana
- Use appropriate text sizes for an A0 size poster - e.g. in Ariel font point sizes:
 - Title text: 80
 - Text: 24-32
 - Headings: 40-54
 - Subheadings: 32-40
 - List of authors and institutions text: 60-66

Using Graphs, Charts and Images

When making charts and graphs format them effectively by keeping them simple, enlarging text and thickening lines. 3D graphs can be confusing, 2D are often clearest. For images try to use a high resolution JPEG (.jpg) with a resolution of at least 300 pixels per sq. inch for sharpness (images copied from internet are usually only 72 pixels!). Include relevant logos of companies and institutions where appropriate.

Colour

When using colour ensure that it does not obscure or detract from the text and images used in the body of the poster. Use subtle background colours, and black for small text. Try not to use too many colours or colours which clash as this can be visually distracting. Think about people who are colour blind and have difficulty differentiating colour - make sure there is adequate contrast.

Email Addresses and Social Media

You may wish to include your email address and/or social media contact details such as a Twitter handle, or hashtag. This will encourage future professional conversations about your work. Ensure you have appropriate permissions to include any contact details.

Produce the poster

We recommend creating the poster using PowerPoint, or similar software (e.g. 'Mind Map' software (which can be downloaded freely from the web)). If you are unfamiliar with creating academic posters using PowerPoint, there are multiple resources available on line to assist you. The following may provide you with a useful start: <https://www1.essex.ac.uk/urop/documents/guidelines-creating-poster.pdf>

- Ensure the page/slide set-up is for **portrait** orientation, W: 841mm x H: 1189mm (A0)
- Print a draft version on A4 paper – bear in mind it will be 16x larger when printed as an A0 size poster
- Ask others for comments and proof reading
- Proof read again before taking the poster to the printers
- Save the document as a pdf file, if possible, to ensure your poster remains in the same format on any computer

Print your poster

Choose a material to print onto (paper, vinyl or fabric), taking into consideration how you will be transporting it. Check where you can get your poster printed, and who will be paying for it. Prices can vary from £40 - £400 so do shop around. Some organisations have in house printing facilities, there are many commercial companies online and on the high street, or you can use the Annual Conference poster printing service (see information on page 2).

You may want to have some A4 handouts of your poster but this isn't essential. Delegates usually take photos of posters of interest to them.

Further information on poster preparation

There are a number of resources available online which provide general advice and information about designing a poster. Examples include:

General guidance on posters:

<https://www.sciencedirect.com/science/article/pii/S2049080116301303>

<http://www.supi.manchester.ac.uk/media/services/supi/Academic-Poster-Guidance.pdf>

Preparing a poster in PowerPoint:

<https://undergraduateresearch.as.ua.edu/presenting-your-work/making-posters/>

Facilitated Poster Discussion presenters only

These sessions provide an opportunity for you to present and discuss your poster (designed in line with the guidance above), with a group of delegates and fellow poster presenters.

You should produce one power point slide of your poster which will be displayed on a screen in the room. **Please check the image is of good enough quality (resolution) to be displayed on a large AV screen.** You will need to take a copy on a USB Memory Stick to the Speaker Preview room at Conference (see below).

In addition, your printed poster will be on display in the poster viewing area throughout the conference. Please note that you will **not** need to remove your poster from the poster board for your session, as you will be using the Power Point slide. There will **NOT** be a poster board in the session room.

The Facilitated Poster sessions will be managed by a session Chair who will co-ordinate all the presentations in the session and deal with questions and any general discussion after all the posters have been presented. The session Chair is also there to keep an eye on timings so be prepared for them to advise if your speaking time is running out!

Timekeeping

It is very important that all speakers keep to their allotted time.

You will have 15 minutes in total, which comprises **10 minutes** to introduce your poster followed by an opportunity to discuss your work with a facilitated group of delegates (including other presenters) for a further **5 minutes**. Please ensure that you have rehearsed and timed your presentation in advance of the conference.

Planning

In your allocated presentation time it will not be possible to talk about all aspects of the content you have included on the poster. Provide a brief outline and then focus on two or three really key messages from the work on which you are presenting. Think about and consider:

- *Purpose* – why are you presenting the information?
- *Audience* – who will be listening to your presentation?
- *Content* – what are you going to tell the audience?
- *Form* – how are you going to say it?
- Refer to the learning objectives you outlined in your abstract
- Remember that your poster is your prompt
- Check the time allocation for your presentation and the time allowed for questions
- You may wish to bring some A4 handouts of your poster to the session. This can be useful if any delegates have difficulty seeing the screen clearly

Getting ready for your presentation

- **There is no substitute for rehearsal and practice!** Rehearse your presentation in front of colleagues - is the information clear? It is the saying it aloud, and checking how long it takes that is the key to success
- Print out a copy of your poster as a reminder OR prepare cue cards. Having a memory-jogger of some kind is important
- Take a backup copy of your poster PowerPoint slide on a memory stick to your session
- Whilst you will have suggested a target audience for your session in your abstract submission, please note that the knowledge and experiences of delegates attending your session may vary, so do make sure you are prepared to answer a diverse range of questions

On the day

- Arrive at the venue early
- Take your poster presentation slide to the Speaker Preview room (see below)
- On arrival into your session room, introduce yourself to the session Chair
- Check that you can see a clock or other device to ensure your timing is OK
- Have water available

Delivery

- Sound confident! SMILE! 😊
- Be enthusiastic and demonstrate your interest
- Remember to speak slowly
- Speak clearly and with a reasonably loud voice
- Keep the audience's interest by changing the tone of your voice
- Try to look at the audience as much as possible – and not read from a script (just glance down at your cue cards or notes occasionally)
- Try to avoid using colloquialisms / jargon / catch phrases
- It is very tempting to look at the poster whilst you are talking – try very hard to avoid this...face and speak to the audience
- Avoid fidgeting or having your hands in your pockets
- Keep to time

Speaker Preview Room

A speaker preview room (Executive Room 5) will be available to check your Poster PowerPoint slide, and to have your slide uploaded to the conference rooms system (where relevant).

Please ensure that you check your poster PowerPoint slide presentation as early as possible and no later than 2 hours before your session is due to start.

You can access this room at the following times during the course of the conference.

Monday 17 June 2019:	10.00 – 18.00
Tuesday 18 June 2019:	08.00 – 18.00

A technician will be available to help you.

Appendix 1: Best Poster Marking Criteria

There will be an award for the Best Poster at conference, judged by the Conference Development Team (CDT). All posters that meet the Essential Poster Requirements (below) are eligible to be included in the competition. The CDT will then use the following marking criteria to determine a winner and a runner up.

Conference Development Team Marking Form for Posters

Stage 1: ESSENTIAL REQUIREMENTS

DETAILS	YES	NO
Portrait format		
No more than A0 size (W:841mm, H:1189mm)		
Abstract title at the top		
Readable at 1.5m (5ft)		
Total text 300-600 words (approx)		
Minimum font size 24pt (approx)		
At least 1, and no more than 5, references		
Any copyrights acknowledged		
N.B. Requires all of above to be 'Yes' to proceed to next stage of competition		

Stage 2: CDT MARKING CRITERIA

DESCRIPTORS
PRESENTATION: spelling & grammar, clear and logical structure
VISUALLY ENGAGING: creativity / use of contrast and colour / balance
COMMUNICATION: Extent to which the reader is able to understand what happened, how, why, and the implications of the work
RELEVANT: makes clear the relevance of the content to the occupational therapy profession

The Conference Development Team wishes you Good Luck with your presentation.

If you have any questions, please contact the Conference Secretariat at RCOT@outsourcedevents.com