

Guidelines for the Submission of Posters for the Annual BACCN Conference

Notes for preparing POSTER displays

The poster display forms an important part of the conference as it provides a unique opportunity for delegates to find out more information on your chosen subject.

ELECTRONIC DISPLAY PANEL

Poster presentations will be displayed electronically rather than in paper form. A number of electronic screens will be positioned around the venue in the networking areas and will display the posters in a revolving sequence. During your poster presentation, the screen will be programmed to show only the poster being presented.

CREATING YOUR POSTER

Posters will need to be received as either a PDF or a PowerPoint file to allow the organisers to upload it to the electronic poster boards.

Your poster needs to be **A4 and in portrait**. Please see the website for poster examples and templates.

LOCATION OF POSTERS

Posters will be displayed within to the exhibition area. Upon arrival at the conference venue, please collect your name badge and delegate pack from the Registration Desk. Conference staff will then direct you to the exhibition area.

POSTER PRESENTATIONS

Poster submitters have the chance to present to their poster during Poster presentation slots in the programme. Please check the programme to determine when your presentation time is, and be ready in the correct room at the beginning of the session during which your poster's allocated time is.

SUBMITTING YOUR COMPLETED POSTER

Please email your completed poster in either PDF or PowerPoint form to info@baccnconference.org.uk. Posters need to be received at least three weeks prior to the conference date. The poster displays will be open to the delegates from first thing on Day 1 of the conference until the last break of Day 2.

SUPPORTING MATERIAL

Poster abstracts will be available to delegates at the conference, which will encourage delegates to come and look at your poster.

The following suggestions are provided to help in the preparation of poster material:

- Minimise the amount of text on your poster – keep to the key points, such as a series of headlines. Please use plain type fonts that can be easily read from a distance
- Make the poster as eye-catching as possible, by including graphics and different colours
- Highlight any issues for discussion with delegates

HANDOUTS

You may wish to provide handouts to complement your poster display. They provide a permanent record for delegates to take away and share with colleagues. These can be handed out during the poster presentations.

Handouts should contain an abridged version of the information on the poster but more information than is available in the printed abstract, copies of any visuals, and your contact details.

Copying of Handouts

You will be responsible for copying your own handouts. These handouts must be copied prior to the event as there are NO photocopying facilities on-site.

Best wishes for a successful poster from the Conference Organising Committee!