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 the poster walks the screens 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 close 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 screen where your poster is displayed.

POSTER PRESENTATIONS
Poster submitters have the chance to present a 5 minute talk on their poster topic during Poster presentation slots in the programme. Please check the programme to determine when your presentation time is, and be ready at your poster screen at the allocated time to present to delegates.

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 two 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.

PRIZES

A prize for the best poster will be awarded at Conference Close.

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