



TIPS ABOUT HOW TO CREATE POSTER PRESENTATIONS

MOFATE

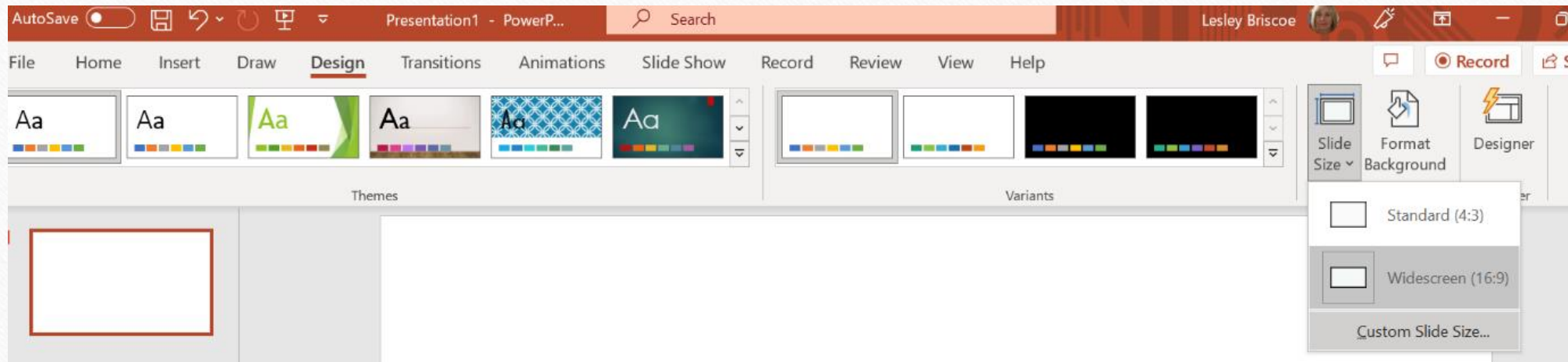
MOBILE FACILITATION TEAM

AIMS OF THE SESSION ARE TO:

- Refresh existing skill around conference poster development
- Develop new knowledge around conference poster development without using a template
- Provide an example about poster development with a template
- Provide guidance about expected standard
- Provide a recording of this session
- Provide contents to be covered in the poster

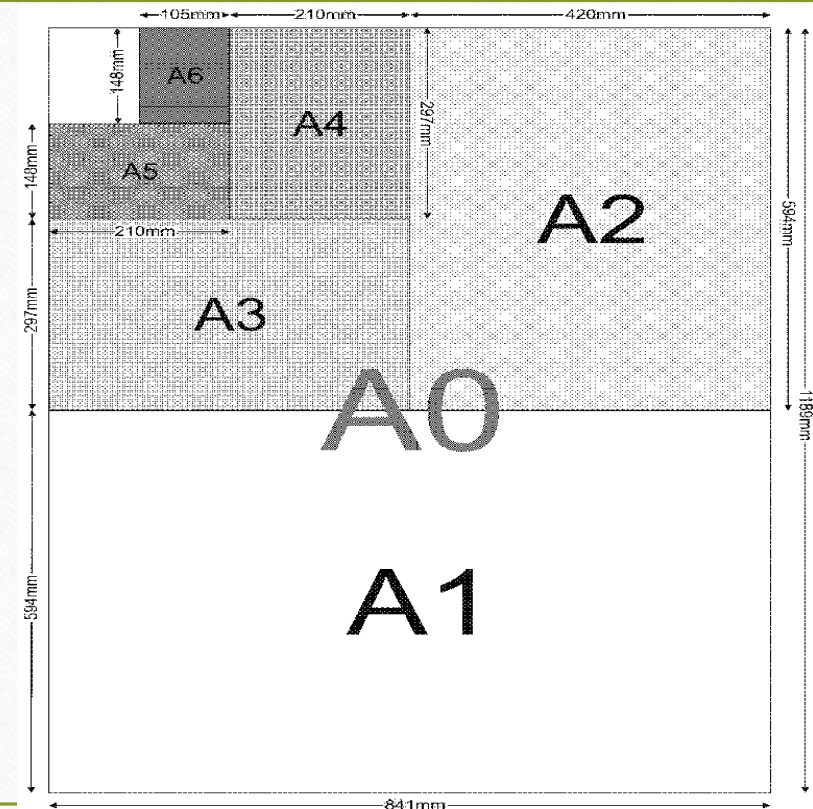
SHAPE & SIZE & FORMAT

- Use power point
- Open power point and delete any boxes on the slide
- Conference posters need to be a specific size
- Select custom size

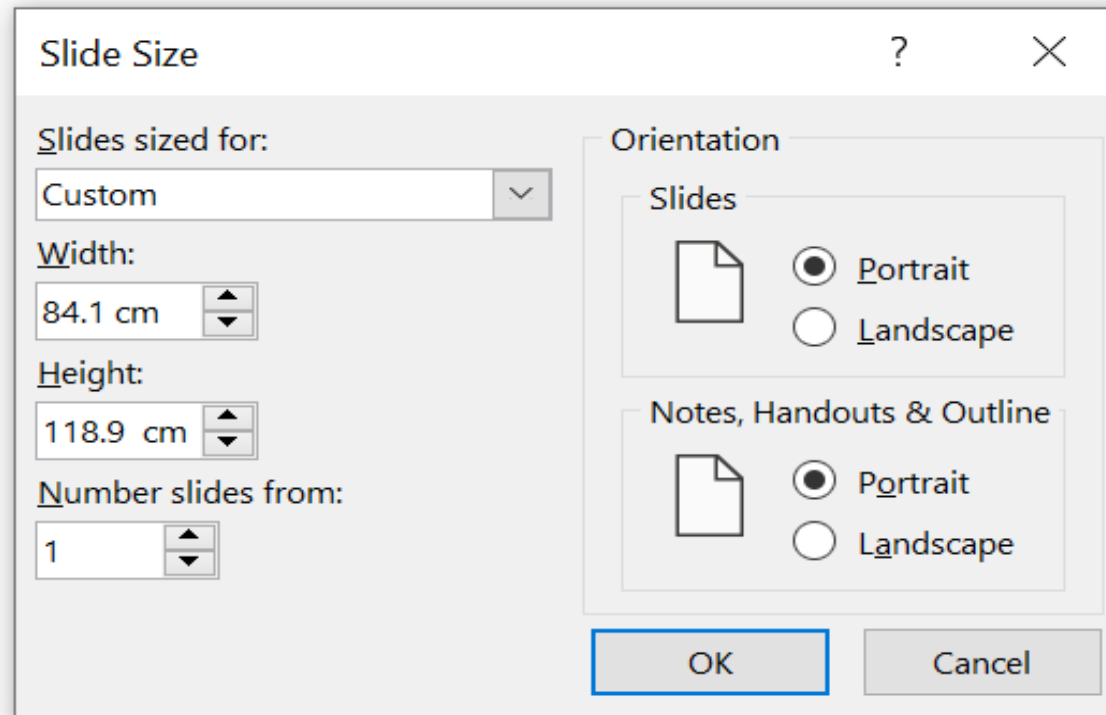


Sizes differ for all conferences

Always check
with the conference organisers



INPUT THE MEASUREMENTS: SELECT CUSTOM SIZE



Slide Size

Slides sized for:
Custom

Width:
84.1 cm

Height:
118.9 cm

Number slides from:
1

Orientation

Slides

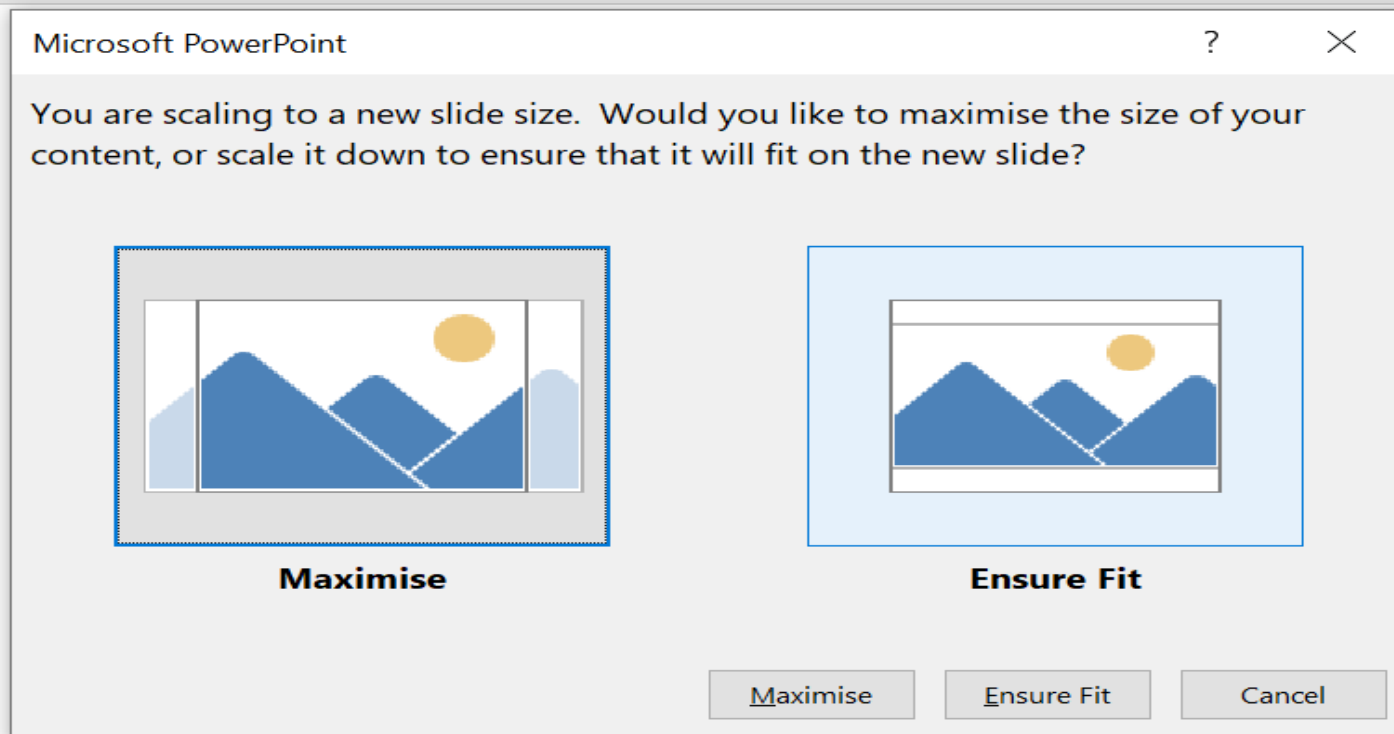
Portrait
 Landscape

Notes, Handouts & Outline

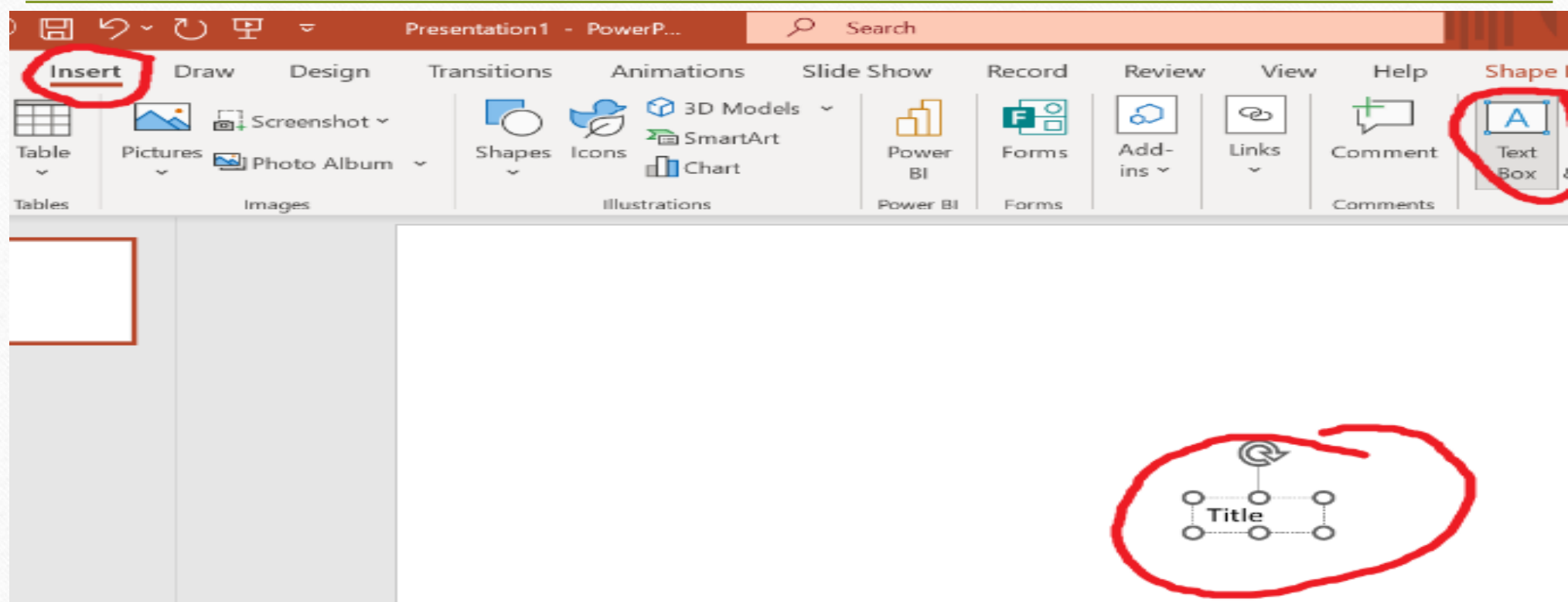
Portrait
 Landscape

OK Cancel

CHOOSE ENSURE FIT



INSERT TEXT BOXES



USE YOUR ACCEPTED ABSTRACT TO HELP CREATE STRUCTURE

- Copy and paste information from your abstract onto the poster. The content pasted will determine the size of font. As a general rule for A0 size:
- **Use 60-90** font in **Bold** Arial for the **Title**
- **Use 40-50** font in **Bold** Arial for the **main headings**
- **Use 26-30** font in **Bold** Arial for the **subheadings**
- Use 24-28 un- bolded for the text
- Line space 1.5 if possible
- Justify the text if possible

ATTRIBUTIONS IN THE POSTER

- Always include
 - Title of project
 - Your co-authors: go at the top under the title
 - Co-author affiliated organisations by their names
 - Funders: go at the bottom (if any)
 - Acknowledgements need to go at the bottom in small print
 - Reference to other people's work is crucial to avoid plagiarism

PLAGIARISM

Oxford Languages Definition:

The practice of taking someone else's work or ideas and passing them off as one's own.

Regulations of all researchers state that a researcher MUST avoid plagiarism as this equates to academic malpractice

REFERENCING

- Use the style required by the conference organisers
- For the learning and sharing event: use Vancouver or Harvard
- In text referencing: use size 18 font in italics
- Reference list: use an abbreviated format:
 - 1st author et al. DATE, abbreviated Journal name, DOI

STRUCTURE: USUAL SUBHEADINGS

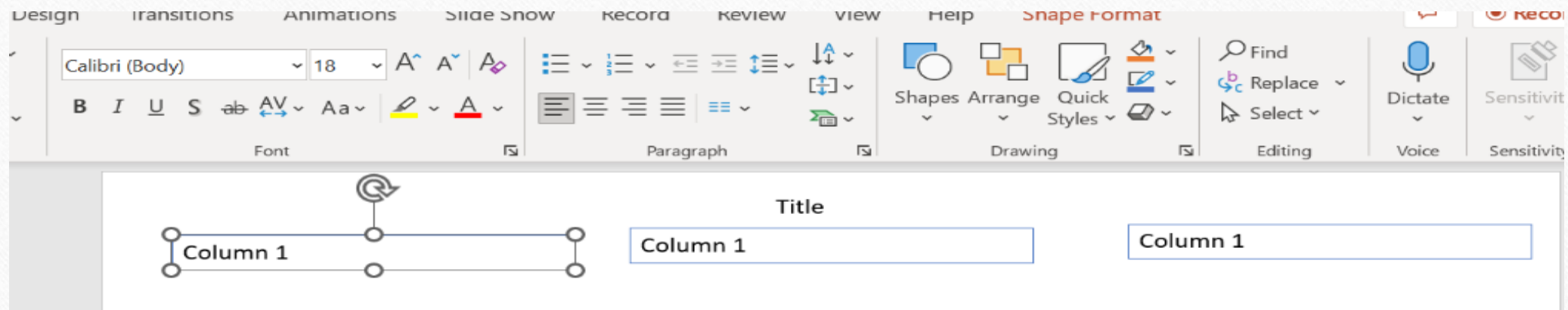
- Background literature and scientific basis for your work
- Rationale (Aims)
- Objectives
- Design; Sample; Setting; Ethics approval; Recruitment; Data collection; Analysis
- Results (Key findings) – charts and diagrams can make it more eye catching
- Implications for practice and/or recommendations for change
- Conclusion
- Acknowledgement
- References

READABILITY

- Keep the reader in mind
- It is important to be concise and to avoid using excess words/information
- Bullet points can be more memorable and easier to fit in
- May need to reduce words copied from your abstract
- **DO NOT USE CAPITALS AS THIS MAKES YOUR POSTER DIFFICULT TO READ**
- Have a critical friend read your poster. If they do not understand what has been written amend your poster

CREATE A LOGICAL FLOW

- Ensure the information is presented to enable the reader to read top to bottom and the left to right
 - Keep the flow logical
 - The flow can be created by columns of information

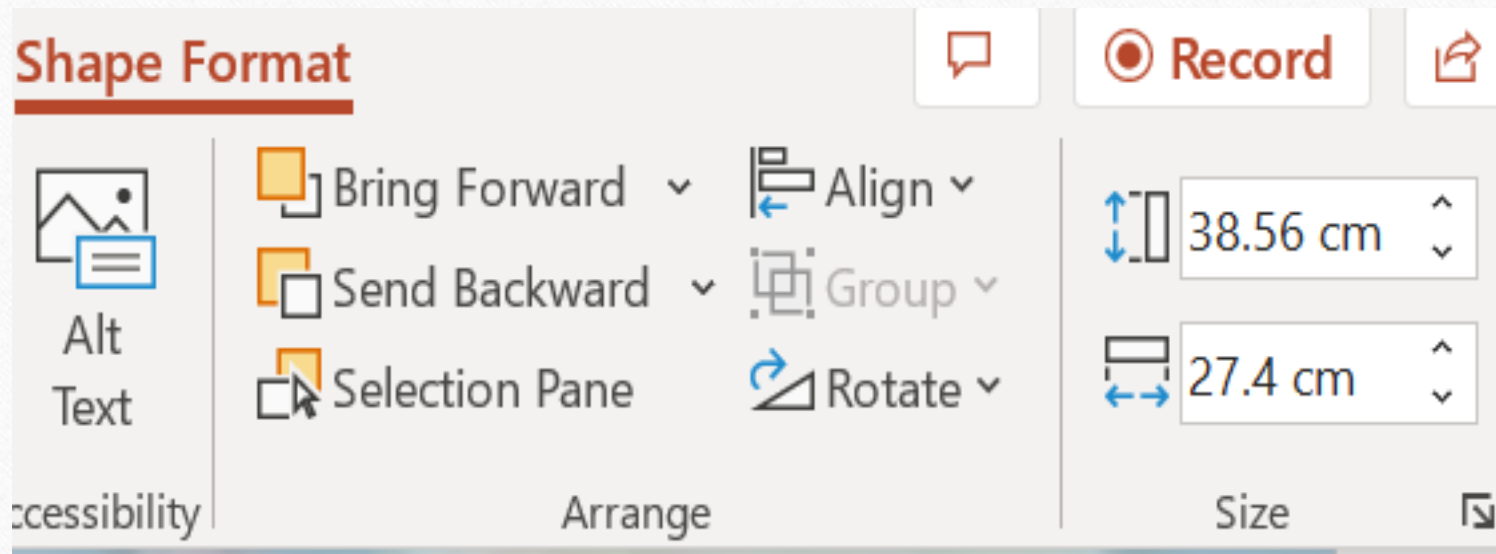


CHECK THE CONTENT & QUALITY

- Once the information has been copied from your abstract
 - Expand the poster to 100%
 - Read **Carefully** every line to ensure they are concise and make sense
 - Check all words underlined in red or blue for obvious spelling mistakes
 - Check all spellings are correct
 - Check the spacing in between words, sentences, text boxes and images to ensure all are evenly distributed

CHECKING TEXT BOXES ARE THE SAME SIZE

- Go to 'shape format' it looks like this:



IMAGES

- Images help to maintain interest
- Images need to be relevant to the words used
- Images need to be clear and focused
- Free images can be accessed from the internet but need to be referenced.
 - At the time of this presentation this site has free images <https://www.pexels.com/>
- ALWAYS check copy right rules of any image
- ALWAYS reference the image with intext referencing on the poster
- Be careful about the use of images as a background as it may distract from the content

Logos

- Ensure you check with organisations for their correct logo
- Place logos at the bottom

COLOURS

- Use a light background and darker text
- For titles, to make them stand out, a coloured background may highlight the title better
- Colours need to be from one spectrum as this looks better
- The colours in the graphs need to match the colours on the poster
- Bullet points could be coloured
- Text box outlines could be coloured

PRINTING

- Print to PDF
- Proofread PDF carefully
- Save PDF
- Use the saved PDF version to print on strong paper or material
- Approach in country budget holders for the cost of printing

MOUNTING IN THE CONFERENCE

- Always check with the organisers what is needed to mount your poster
- Double sided Velcro can be used
- Take your own pins

STANDARDS ABOUT USING THE TEMPLATE

- Even though you will be using a template, you are responsible for checking the quality of your poster
- Check the size of the text boxes; font; spacing etc are appropriate for the content of your particular study
- Adapt sizes to fit with the study
- Same quality assured standards are applicable
 - Title; All Authors mentioned; Structure; Content; Font; Logical display of information; Readability; Images; Colours; Logos; Acknowledgements; Referencing

AT THE CONFERENCE

- There will be a prize awarded for the best poster.
- Judging will be based on attractive design, clarity of presentation, rationale, background to the project, use of tables, diagrams or similar, and general readability.
- You will be required to stand by your poster in the breaks.
- We hope that having the opportunity to present and discuss your work will be helpful, enjoyable and life enhancing for you.