# Guidance for producing a poster

## Format

Poster boards at Congress will be portrait (2380mm high by 960mm wide). This is the maximum space available so please ensure the poster is produced within these measurements.

Boards can easily accommodate an A1 (841mm by 594mm) or A2 (594mm by 420mm) size poster.

Presenters can provide copies of the poster. Should you wish to do this, you must bring your own leaflet dispenser, which may be attached to the board by **Velcro only**. **Pins are not permitted.**

Please note; it is not possible to provide tables or power in the poster area. Posters are a 2 dimensional visual presentation and no audio-visual support can be provided.

## At the Conference

Poster Numbers - before the Conference, poster presenters will receive an email confirming their poster number – attending presenters should bring a note of this number to Congress as it will be needed to hang the poster on the correct board

On arrival at Congress - please go directly to the Registration Desk in Hall 1, to collect your name badge and information pack. Poster presenters will then be directed to the poster area in the Exhibition Hall to hang their poster(s). Poster numbers will be pre-allocated on each poster board

Velcro – this will be provided for attaching posters to boards, all boards are nylon loop. No pins permitted

Set up Times – presenters can hang posters on **Wednesday 9 March** between **16:00 and 19:30.** If you are unable to put your poster up on Wednesday, presenters will be able to set up their poster for display on **Thursday 10 March** between **07:30 and 09:30** at the latest

Removal – all posters must be removed on **Friday 11 March** between **14:30 and 15:30.** Posters must remain on display until 14:30 so that delegates can view all posters during lunch. Any poster left after this time will be discarded

If you are attending just one day of Congress, you must arrange for a co-author or colleague to either set up your poster for display on Thursday or remove the poster on your behalf on Friday.

The Palliative Care Congress and Compleat Conference cannot be held responsible for any loss or damage to posters and must advise any poster not collected by the close of the conference will be discarded.

Poster Viewing - posters will be on display in the Exhibition Hall (Hall 2) throughout the conference. Where possible, at least one author of each poster should be available during refreshment breaks and lunch times to discuss and answer questions about their poster.

## Content

Please design your poster so that someone stood in front of it at a distance can read it comfortably. Avoid putting too much text at the bottom of the poster as this will be hard to read.

Larger print should be used to make your poster easier to read. Try not to cram too much information on to the poster as this will make it look too busy and there will be a lack of focus. Identify the main points you wish to discuss and draw attention to those.

Make the content engaging – tell readers why you did this work and explain the significance so that others can understand the purpose of your project. Use pictures, if they are relevant. As there is limited space pictures can help elaborate a point and can be visually striking, attracting attention to your work. Ensure any captions used are large enough to read as you may not always be there to explain the content of your poster.

## More information

If you need any additional information, please contact Compleat Conference +44 (0) 1489 565 475.