Information for poster presenters

Displaying your poster
Boards available from 08:00 on Tuesday 30 August

All posters to be in place by 15:00 on Tuesday 30 August and to remain up until 11:30 on Friday 2 September

Any posters remaining on boards after 14:00 on Friday 2 September will be disposed of

Odd-numbered posters, P1, P3, P5 etc, to be presented between 12:00-13:00 on Wednesday 31 August

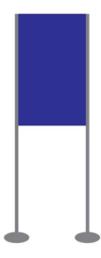Even-numbered posters, P2, P4, P6 etc, to be presented between 12:00-13:00 on Thursday 1 September

Poster preparation
Each presenter will be allocated one numbered board. The maximum size allowed for your poster is:

A0 – 84.1cm wide x 118.9cm high (**portrait** format) (see below)

This is the maximum size allowed for your poster

You must follow these directions – larger or landscape posters will not fit the boards!

Fixing materials for attaching your poster to the board will be available at the meeting.

Posters are usually more attractive when mounted onto a single background rather than being mounted on the board as several separate sheets.

The Organisers will provide the poster board numbers

Poster printing in Sheffield

We don't have any official arrangement for this with any printer but you could get a quote from the [University of Sheffield Print Services team](#).

For any poster deliveries to the venue, please ensure that your name and poster number are clearly indicated on the outside of the package and we'll keep it at the registration desk for you.

Delivery address: Gavin Lambert, OI2022, The Edge, 34 Endcliffe Crescent, Sheffield, S10 3ED

Organising your poster

Title
The title of your submitted abstract

Authors
Who was involved, and their affiliations

Introduction
A statement about the aims and objectives of the study

Methods
A description of the methodology that you have adopted, including any assumptions

Results
Include examples of the main results of the study

Conclusions
List the main findings and your thoughts about how the work could be progressed further

Formatting your poster
Keep fonts simple and use one or two different fonts only
Font size – your poster should be easily legible at a distance of 1.5 metres. We recommend the following minimum font sizes:

Title 84 pt
Authors/addresses 42 pt
Section Headings 30 pt
Text 24 pt

- Keep use of colour to a minimum
- Maintain a consistent style
- Keep text to a minimum
- Neutral colours work better as a back ground than bright colours
- Make use of graphics where possible
- Only include what is absolutely necessary
- Do not overload tables and figures with information
- Be selective when showing results
- Check spelling
- Above all, keep it simple

Disclosure
All presenters must include details of any potential conflicts of interest on their slides or posters - you must include details of any company support given, whether in conducting the research, analysing the data or preparing the presentation.

If you have any queries about these arrangements please contact us at iccbh@ectsoc.org.