



Association for  
Palliative Medicine



## Guidance for producing a poster

Congratulations. Your abstract has been selected to be displayed at the APM Supportive and Palliative Care Conference in March 2017 at Belfast Waterfront. Your poster will be available for all conference delegates to view and is the opportunity to share your work, create conversations and relationships with others interested in the topic.

### Content

Your poster should be designed to be read comfortably by someone standing in front of it. This means larger print and less information than you would put in a paper or report. Avoid putting too much text at the bottom of the poster as this will be hard to read.

### Focus on main points

Identify the main points you wish to discuss and draw attention to those. 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.

### Make it engaging

Tell readers why you did this work and explain the significance so that others can understand the purpose of your project. As more than one person may potentially be reading your poster at any given point ensure that it will hold their attention and that they leave with the key messages you want them to have.

### Graphics

Use pictures, if they are relevant. As there is limited space, pictures can 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.

### Contact details

Add your name, organisation and contact details on the poster so that people can get in touch with you later.

## Format

### Poster size

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

measurements. They can easily accommodate an AO (1189 x 541mm), A1 (841 x 594mm) or A2 (594 x 420mm) size poster.

### **Poster copies**

Presenters can provide copies of the poster or additional information leaflets. 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.**

### **Hanging kit for poster presenters**

Velcro will be provided for attaching posters to boards, all boards are nylon loop.

## **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 Conference as it will be needed to hang the poster on the correct board.

### **Poster viewing**

Posters will be on display in the Exhibition Hall throughout the conference. Where possible, at least one author of each other should be available during refreshment breaks and lunch times to discuss and answer questions about their poster.

### **Upon arrival**

Please go directly to the registration desk 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.

### **Set up times**

Presenters can hang their posters on **Wednesday 29 March between 16:00 and 19:00**. If you are unable to put your poster up on Wednesday, presenters will be able to set up their poster for display on **Thursday 30 March between 08:30 and 09:30** at the latest.

### **Removal**

All posters must be removed on **Friday 31 March between 15:30 and 16:00**. Please ensure that your poster is taken down during this time as it will not be possible to take it down at the end of conference. Any poster left after this time will be discarded.

**It will be your responsibility to organise the set up and removal of your poster as the APM or event organisers cannot do this on your behalf. Please pre-arrange this with colleagues if you will not be in attendance on the Friday.**

## **More information**

If you need any additional information, please contact [sales@compleatconference.co.uk](mailto:sales@compleatconference.co.uk) or call +44 (0) 1489 668 333.