Interested in showcasing your work?

Are you involved in SmartCare, CareWell, BeyondSilos, United4Health, EIP AHA or with another EU project that is relevant to the subject of this conference? If yes, then you should use this opportunity to share your work! This conference will have a dedicated exhibition space for each project allowing members to display their work in the form of a poster display.

Presenters of the poster will be expected to be present during the refreshment breaks and lunchtime session in order to explain their poster and to hand out any leaflets, or other information materials, they have available for viewers of their poster.

If you are interested in displaying a poster, please contact fionalyne@integratedcarefoundation.org

The deadline for submitting an application to present a poster is **Friday, 2 October**.

All poster presenters will be expected to register for the conference. Please check with your relevant project coordinator as your conference fee and travel arrangements may be covered with the project budget.

Please visit the conference website for full information about the conference and to download the programme.

Book your delegate place [https://whinn2015.eventbrite.co.uk](https://whinn2015.eventbrite.co.uk)

**DISCOUNTS** – Co-host projects listed above receive a 10% discount – please contact miriamcurran@integratedcarefoundation.org for the promotional code.

PREPARING YOUR POSTER

Posters should have a professional appearance and should be well designed. (See hints and tips below). Posters will be displayed throughout the conference in the exhibition area and presenters should submit their poster on arrival so that staff might mount the posters in the exhibition area. You will be allocated an A0 (124cm x 84cm/46.8in x 33.1in) size area for your poster. Posters can be displayed horizontally or vertically. All posters should be presented in English.

The poster should contain the title, the names of all authors, the project you are involved with and your complete address, including e-mail and (if applicable) a web address.

HOW TO CREATE A POSTER

1. Open up power point
2. Go to Design tab
3. Open page set up
4. Select portrait or landscape
5. Enter dimensions (124cm x 84cm/46.8in x 33.1in)

DESIGN AND LAYOUT

Attention to detail makes poster presentations a success. A general concept is that posters should stimulate discussion, not give a long presentation. Because space is limited, keep your text to a minimum, emphasize graphics, and make sure every item in your poster is necessary. You can always come to the session armed with handouts that provide more details than your poster. Also, have business cards available so that interested people can contact you later. A poster is essentially a visual presentation, so try to find ways to show what you did. Here are some tips:

- Draw a rough sketch of your poster on graph paper to develop a clear idea of which components will go where
- Remember that the size of the poster board will be A0 and will be displayed from 3ft up from the floor
- Information on your poster should read like a book - flowing from left to right and from top to bottom. It may be helpful to use arrows or identifiers (sequential letters or numbers) to guide your reader through the poster. You can also arrange it in two or three vertical columns, but not horizontal strips. The introduction or rationale should be placed at the upper left and the outcome/impact or concluding comments should appear at the lower right. Objectives, educational activities, and other information will fill the remaining space.
- Keep it simple - too much information leads to messy or busy posters.
- Avoid overwhelming your audience with too many numbers, words and/or complicated graphs.
- Stick to two or three main points. Too many can confuse the viewer.
- Get feedback from others before you finalise it.
TEXT
- Double-space all text, using left justification.
- Use short sentences, simple words, and bullets to illustrate discrete points.
- Written material should be concise.
- Avoid using jargon, acronyms, or unusual abbreviations.
- Your printed outcomes/impacts should permit observers to focus on a concise statement of your central findings that lends itself to informal discussion.
- All information should be large enough to read easily from at least 4 feet away.
- The text should be no smaller than 24 points.
- Subheadings should be at least 60 points.
- The title should be printed across the top of the poster in characters of 80-150 points.
- San serif fonts (font styles without the small finishing strokes that stem from the upper and lower ends of a character) are easiest to read. Suggested options include: Arial, Century Gothic, Franklin Gothic Medium, Lucida Sans, Verdana.
- Choose one font and then use it throughout the poster.
- Add emphasis by using boldface, underlining, or colour, italics are sometimes difficult to distinguish from regular.
- Do not use all caps unless it is for one or two word headings. ALL CAPS IS DIFFICULT TO READ.

ILLUSTRATIONS (Graph, Charts, photos, colours etc.)
- The success of a poster directly relates to the clarity of the illustrations and tables.
- Self-explanatory graphics should dominate the poster (at least 50% of your poster space).
- Keep captions brief.
- A minimal amount of text should supplement the graphic materials.
- Graphic materials should be visible from a distance of 4ft.
- Only include essential information in graphs and tables.
- Label data lines in graphs directly, using large fonts and color. The use of legends and keys will take the viewer more time to interpret your message.
- Lines in graphs should be thicker than normally provided in printed letter-sized paper reports or manuscripts.
- Use colours to distinguish different data groups in graphs. Avoid using patterns or open bars in histograms.
- Overuse of colour can be distracting - restrained use of 2 to 3 colours for emphasis is valuable.
- Two to three related background colours will unify the poster.
- Use a light background with darker photos; a dark background with lighter photos.
- Use a neutral background (gray) to emphasize colour in photos, a white background to reduce the impact of coloured photos.