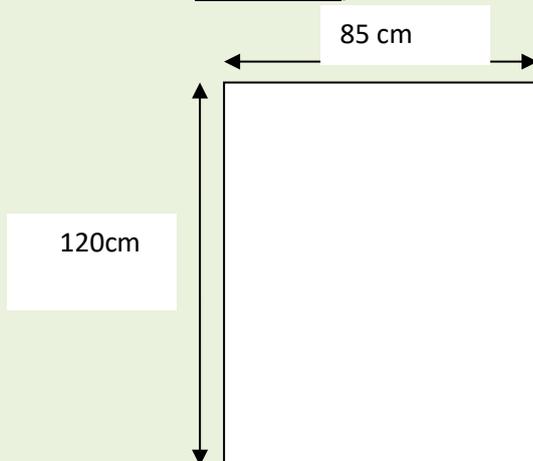


Irish Association for Palliative Care - Education and Research Forum Poster Guidelines



Please note the following guidelines when preparing your poster for presentation at the IAPC Annual Education and Research Seminar

1. The **maximum** poster size is 85cm X 120cm in portrait format



2. Your poster needs to be designed using the following layouts:

RESEARCH ABSTRACTS:

Title, Authors, Institutional Address (with or without logo)

Background: 3-5 short brief sentences outlining essential information necessary to understand the study and its purpose.

Aim(s) and Objective(s) of the study: the research question(s) or hypothesis(es) clearly and succinctly stated.

Methods: briefly outline how the study was carried out and the data analysed.

Findings/Results: Using graphs or tables briefly illustrate the results of the study providing clear and informative legend.

Conclusion: Many readers concentrate on this section, hence it should be short and easy to understand.

CLINICAL AUDITS:

Title, Authors, Institutional Address (with or without logo).

Background & rationale for audit: The title should reflect the essence of the audit being presented with reference to the population in question and audit cycle.

Aim(s): Clear and succinctly expressed aims that are specific, measurable, achievable, realistic & time limited

Standard(s): Clear evidence based standards identified & selected for audit. Fully compliant with SMART guidance

Methodology: This should reflect all the appropriate elements for methodology in question.

Conclusions, Recommendations and Action Plan: Conclusions excellently described with logical flow from audit aim(s). Recommendations specific, time limited and plan for re-audit is specified. Action plan outlined which flows logically from specified aim.

Results & Re-Audit of Implemented Recommendations: There should be evidence in the abstract that a re-audit cycle was completed and that implemented changes were examined and a set of new recommendations and action plans are laid out.

CASE SERIES/CASE REPORTS:

Background: Identify the issue the case study/report addresses, why this case is important, current knowledge on the topic, and some indication of the case relevance to practice and research.

Case Presentation: Presenting features of the case(s) and working/differential diagnoses. Brief summary of case(s) history, examinations and investigations.

Management and Outcomes: Details of any treatment/intervention given and a description of the course/outcome(s) of the clinical issue(s) being reported. Description of case(s) outcome. Details of any outcome measures used.

Discussion/ Learning Points/ What this Study Adds: Description of lessons learnt from the case(s) and implications for future clinical practice or research. It is particularly important that the learning points from the case are clearly spelt out.

Conclusions: Identify how the aims have been met.

3. Avoid excessive text. The font size should be large (Title 70-100, Sub-Headings 32-40, Main Text 24-32) to allow reading from a distance.
4. All authors must put their posters up at the beginning of the seminar and are responsible for taking the poster down at the end of the seminar. There will be dedicated viewing time for posters during the seminar.
5. Each poster will be provided with a number in the seminar booklet. You will be provided with this number in advance of the seminar. Please ensure that your poster is placed beside its appropriate number.
6. Materials for mounting your poster will be provided at the seminar.
7. Plastic Pockets will also be available beside your poster should you wish to have A4 copies of your poster available for delegates (it is your responsibility to bring these A4 copies).

Guidance on Developing a Poster for Presentation at a National/International Conference

Why Present a Poster?

- Non-threatening, collegial atmosphere
- Ideal forum to obtain constructive feedback & critique, refine research ideas and provide fruitful networking opportunities
- Clear, effective dissemination of results of research amongst peers
- Aids with manuscript preparation & can act as a bridge to publication

Aims of Poster Presentation

- Primary Aim – presentation of the main message from your project or research (in a visually appealing & concise manner)
- Distillation of the work without compromising the logical flow or the message
- To present an aspect of a research project

Preliminary steps

- Preparation is key to ensuring the success of the poster presentation –from planning & execution of research idea, data collection to drafting abstract & subsequent poster design and presentation
- Choose a topic you are (reasonably) passionate about
- Select your target meeting considering the orientation of the meeting, audience (palliative care vs. wider field) & networking opportunities
- Deadlines can be useful levers to organise yourself & galvanise
 - Abstract submission deadline 4-6 months pre-meeting
 - Notification of acceptance typically 3 months in advance

Getting Started

- Posters will be viewed from a distance thus key message should be readable from 2-3 metres
- Check specific instructions for posters issued by meeting
 - Use MAXIMUM dimensions possible.
 - For the IAPC Education and Research Seminar the dimensions are as follows: AO 85cm x 120cm, typically portrait orientation if not specified.
- Establish if your institution has an approved poster template with logo OR modify from a previous existing poster OR create de novo

Planning content

- Visual appeal of poster (e.g. format, colour, graphics) more influential for knowledge transfer than actual content!
- Use suggested abstract sub-headings to sub-divide your message
- **For Research Abstracts:** Background, Aims and Objectives, Methods, Results, Conclusions
- **For Clinical Audits:** Background & rationale for audit; Aim(s); Standard(s); Methodology; Conclusions; Recommendations and Action Plan; Results & Re-Audit of Implemented Recommendations
- **For Case Series/Case Reports:** Background; Case Presentation; Management and Outcomes; Discussion, Learning Points, What this Study Adds; Conclusions
- Logical flow of sections important
 - top to bottom, left to right
- AVOID EXCESSIVE TEXT – no more than 1,000 words in total
- Brevity & economy of words essential
- Utilise bullet points or numbering to divide up blocks of text
- Where possible, replace text with pictorial representation e.g. graphs, charts, tables, diagrams, photos to show complex information visually

Tips on Fonts & Colour

- Choose a font that is easy to read – San Serif (Calibri, Verdana, Helvetica) preferable
- Ensure most important message is at eye level
- Font size suggestion -Title 70-100, Sub-Headings 32-40, Main Text 24-32
- Avoid > 3 fonts or 'special effects' – shadows, outlines or bevels
- Judicious selection & use of 2-3 colours is essential – black text on a plain white or pale background superior in terms of conveying message
- Avoid watermarks or gradients of colour – too distracting to eye

Tips on Charts & Images

- Allow negative areas or empty space to give your poster room to 'breathe'
- Aim for approximately 50/50 ratio of graphics to text
- Images and graphics should support narrative of poster message
- Avoid graphs or charts in three-dimensional format
- Minimise use of legends on diagrams or charts
- Ensure all charts, tables, diagrams have a label & reference them within body of text
- When transferring charts or graphic images from other document to poster template, use INSERT function rather than copy & paste to ensure formatting preserved
- All images or photos should have a resolution of at least 150-300 dpi to avoid blurring when enlarged
- Avoid internet images – copyright issues & frequently poor resolution

Final Steps!

BEFORE PRINTING

- Re-edit ruthlessly for key message, grammar & spelling
- Ensure all margins and boxes are aligned
- Print off A4 format and review again!
- Seek feedback from co-authors and colleagues with regard to design, readability, clarity & colour scheme
- Allow sufficient time to incorporate amendments and for printing
- Save as a PDF prior to printing to prevent distortion in formatting
- Inspect poster & also A4 hand-out quality on collection from printer
- E-mail copy of PDF to yourself as a backup!
- Transport – consider tube or protective case, double check with airline if specific cabin restrictions

Printing Your Poster

- Doggett Printers - <http://www.doggettprinters.com/contact/>
- Reads - <https://www.reads.ie/contact.php>
- GP Digital - <http://www.gpdigital.ie/contact-us>
- Albany Office Supplies Ltd - <https://www.yelp.ie/biz/aungier-print-dublin>
- Snap printing <https://www.snap.ie/>

Presenting & Defending your Poster

- Be present at your poster at the designated times – if applicable.
- Present additional material e.g. A4 copies of poster, business card.
Ensure e-mail address or institution contact details on poster itself
- Be open to engagement - smile, body posture, eye contact
- Allow individual to scan & read poster 1st before inviting comment
- Do not overstate results
- Prepare for questions & consider provisional responses
- Thank individuals perusing poster for feedback, comments and suggestions
- Follow up on requests for further information or collaboration