



## Instructions and FAQs for poster walks

### Preparing your poster

- Posters should be prepared in **portrait** orientation measuring 59.4cm x 84.1cm (A1 size).
- Your poster should include your name, hospital, project title and name of the project supervisor
- Include sections on Background, Aims, Methodology, Results and Conclusions
- Your poster is not a scientific paper but a place to portray your work in an attractive format from which the main outcomes/messages can be gleaned easily by the reader in a few minutes.
- Ensure that there are no copyright or consent issues outstanding on any photos and pictures you include.
- Ensure that once you have prepared your poster that the other authors have time to review it electronically before printing. This is a good opportunity for finding and sorting spelling mistakes and formatting issues.

### Booking your conference ticket

- You must book your conference ticket by 11 August 2019. If you do not do so we will assume you and your poster are not coming and we will not include your poster in the conference brochure. We may also offer your presentation slot on the poster walk to someone else.
- The poster walks will take place on the Friday of the conference. If you have been invited to take part in the poster walk but cannot attend the conference on the Friday please let us know as soon as possible.
- We would obviously love for you to attend all 3 days of the conference, however if you cannot do this for time or budgetary reasons you are welcome to just attend for 1 or 2 days.
- If you are not attending for the whole of the conference you may wish to send your poster along with someone that is attending on the first day and ask them to hang it for you so that your poster gets maximum exposure.
- If you cannot attend in person but are sending your poster with someone else you must let us know the name of this person and they must also have booked their conference ticket by the 11<sup>th</sup> August for inclusion in the conference brochure.
- Please note that the BAPM conference has sold out early for the last two years so if you wish to guarantee your place we would advise you to book as soon as possible.

### At the conference

- When you arrive at the conference please report to the BAPM registration desk and tell staff you have a poster to display.



- Poster boards are in 3 areas this year – Quality, Research and Case Studies. You will be directed to hang your poster in the appropriate area.
- The poster walks (1 for each category) are scheduled for the Friday of the conference and will take place simultaneously. The top 8-10 posters in each category have been asked to give a short presentation as part of the poster walk.
- If you have been selected to present in the poster walk please:
  - Ensure you are in the lunch queue early after the morning session
  - Ensure you are standing beside your poster at your turn
  - Note that you will be given only two minutes of time to present your poster. Practise beforehand to make sure you can keep to this time limit.
  - You will be introduced briefly by the facilitator. Please be concise. Include a brief summary of what you did (and why), all of the results, your conclusions and any implications, proposals or speculation arising from the conclusions.
  - The facilitators will keep strictly to time in order to ensure that there is enough time for questions and so that all presenters have an equal opportunity to present within the time available. Please note that if you run over your allotted time, the facilitator will stop your presentation.
  - You may wish to have A4 copies of your posters hand out to the audience if the group is too big for everyone to see the poster.
  - Be prepared to answer questions. There will be 3 minutes of questions. The facilitators will coordinate the questions.
  - After the presentation stay by your poster so that individuals who did not get a chance to ask questions can talk to you about your poster.

**Prizes:**

There are prizes awarded for the best free paper and for the best poster presentation at the BAPM conference. The decision of the judges is final. These prizes will be awarded at the end of the conference on Friday.

Good luck and please enjoy the conference.