



## Instructions and FAQs for bringing a poster to the conference

### 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 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 were not asked to do this in your abstract letter then you will not need to prepare a presentation. You are welcome to join the poster walk to hear the presentations and chat to people about your poster afterwards.

**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.