



Guidelines for posters

Objective

This document has been made to offer guidance to presenters preparing and showcasing a poster during the 4th World Health Professions Regulation Conference.

poster a simple method would be: when thinking of your poster, first think of what figures, tables etc would be used if you had to describe your project with only visuals. If there are remaining items/ideas

Layout

Most posters are divided into the following sections:

- Title (and authors information)
- Introduction
- Aims
- Setting
- Method
- Results
- Conclusions (Keep in mind that the first thing most viewers will do is to look for and read your conclusion. Therefore, make sure the conclusions are easy to read and understand)
- References in smaller font size, on articles related to the study and/or on the study's background and methods should be given).
- As a final part, (smaller font size) you may wish to add acknowledgements and contact details of the main author (email, phone number, website...)

If you use this method, reading may be facilitated by clearly indicating the beginning of each section (besides the title) with a large number, lines, bars or appropriate space. .

Your poster should read from left to right.

Posters are first of all visual presentations (and not literature). As such, it is good to keep in mind that graphs, charts, photos or tables are particularly eye-catching. It is often suggested that around 50% of a poster should be dedicated to illustrations.

To increase the proportion of figures in a

Title

Authors and affiliation

1 Introduction

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX

4 Results

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXXXXXXXXXXXX

XXXXXXXXXX

2 Aims

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX

5 Conclusion

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXX

Acknowledgement

XX

Overall organisation – an example

that have not been covered by figures, then complete this with text.

Poster size and format

Poster size should not exceed 186 cm high – 96 cm wide. We suggest that a vertical presentation is most suitable. Therefore, no more than 2 columns should be used.

Title of the poster

Text in capital letters takes 10% more time to read than text in lower case letters; therefore please use lower case letters for your title.

Congress participants have chosen to visit your poster based on your abstract and they will most easily find your poster by using the same title. Please use a large font size (no less than 72 points) for the poster's title, author and company.

Text

Your poster should be easy to read from a distance of 1 to 2 meters. Therefore, make sure that your text is no less than 16 points.

Avoid fonts that imitate hand writing or which are difficult to read. Arial or Times New Roman are usually a good choice. Use the chosen font throughout your poster: Don't mix up different fonts on your poster text.

To facilitate reading, double-line space all text and use justification.

Allocate a specific colour to the subtitles within the poster. They will be better distinguished from the text.

Important parts of the text could be highlighted by using different colours. The major colours that are easily readable are Black/red/blue/green on a white (or cream coloured background).

Keep in mind that many congress participants are not native English speakers. Therefore use simple and clear words. Try to avoid abbreviations as much as possible.

Figures

All figures should include brief captions and a legend. It is sometimes advisable to show on the figure what is the most important (with an arrow, a bubble, a label...).

Use the same font throughout your poster (in both the text and graphics).

Tables are preferable when data sets are small.

Lines in graphics should be thin. Graphics should lean towards a horizontal format rather than vertical. Ensure that within graphics, the axes are properly labelled, units are mentioned and symbols are explained.

Preference should be given to:

- Bar graphs or histograms for the comparison of two groups;
- Line graphs for the evolution of parameters;
- Pie-charts to represent a proportion within a whole.

For pictures or images use material with sufficiently high resolution to ensure good quality print. Make sure to use pictures without copyright restrictions. Moreover, try to use images that are clear and of good colour and contrast (not too dark, not too light). Photos may be used to illustrate the location of the study and or the tools used.

Improving the impact of your poster

It is recommended to bring handouts of your poster. The text should not be more than a double A4 size.

Poster presenters are requested to be at their poster board during the times mentioned in the programme.

Enable people to contact you after the congress, for example by putting an envelope below your poster - interested individuals will be able to leave their business card if they were not able to meet you at the poster exhibition. Mention also your contact details (at least an email address).

After writing your poster

Print your poster

It is recommended to have a poster made out of one single large sheet.

Displaying your poster

Think of your poster as a valuable piece of knowledge – when travelling, do not leave it unattended. Make sure that you remove your poster during the times indicated in the final programme. The Organisers are not liable for damaged or posters left behind.

Materials and assistance for mounting your poster are available at the poster registration desk.

These guidelines were inspired by the FIP Guidelines for posters.