

National Council for
NCOR
Osteopathic Research

**Poster Information for the National Council for Osteopathic Research (NCOR)
Research Conference**

Practical Considerations

The following information is provided to assist you as you prepare your poster.

1. Posters will be mounted on poster display boards that will be provided by the research conference venue. Posters should be in landscape format up to a maximum size AO (841 x 1189mm) or portrait format size A1 (594 x 841mm).
2. When arranging your poster for display it is important to use materials that will take the weight of your poster.
3. Please do not attempt to use adhesive (glue-based) materials for mounting your poster.
4. Every care will be taken with the poster displays, however security cannot be guaranteed. You should ensure that your poster is not the sole record of your research/work.

Advice on preparation of your poster

The tips below are provided for guidance only but the responsibility for the finished poster rests with the presenter.

Please remember that your poster will be in competition with others although each poster has its own display area and a designated time has been allocated in the programme for you to be at your poster. Delegates with limited time will be attracted to posters that catch their eye and are easy to read from a distance.

Content

- Please consider using the headings given in the guidance for poster abstracts. References should be included, if used, but try to keep them to a minimum.
- Please acknowledge support where it has been given in the conduct of your research. This can be achieved by including an acknowledgments section, in smaller size font (e.g. 14-18 point), where you acknowledge contributors and/or funding organisations.
- Ethical approval, and the approving committee, should be acknowledged where appropriate.
- Please provide your contact information on the poster.

- Look critically at the content of your poster and be prepared to edit it ruthlessly to avoid too much text. A useful rule of thumb is approximately 1/3rd text, 1/3rd graphics and 1/3rd empty space.

Title / Heading: The title of the poster should be the same as on your abstract and include the authors' names and affiliations.

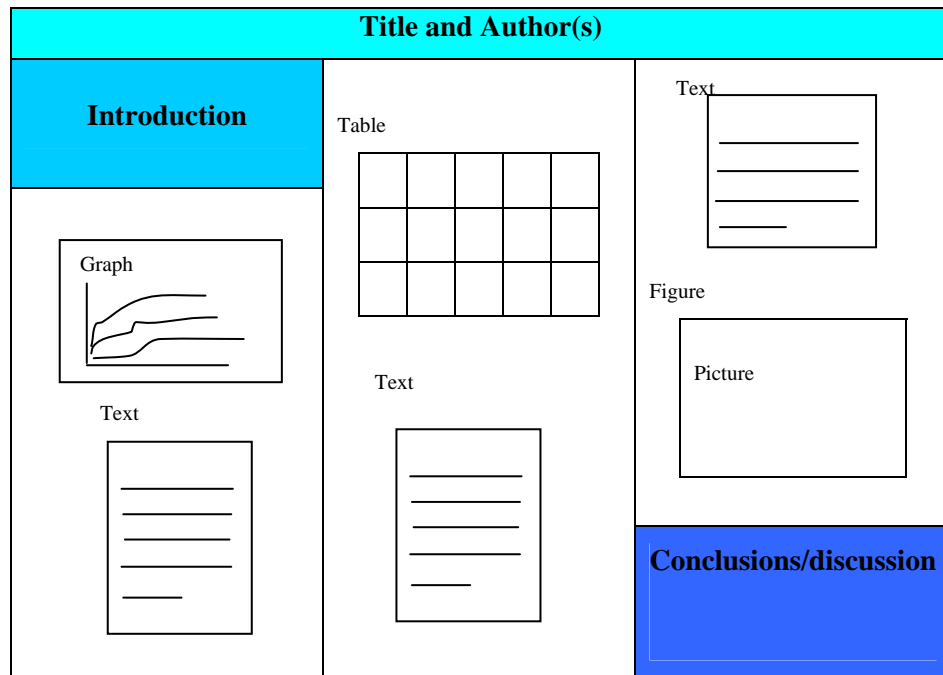
Text: The poster should be understandable if you are not able to be there to explain it to delegates. Abbreviations, acronyms or jargon should be avoided.

Illustrations - Graphs / Tables / Figures / Photos / Drawings:

- Tables are preferable to graphics for small data sets.
- Tables also work well when many localised comparisons are required.
- It is helpful to place labels on graphics without using a legend.
- Lines in data graphics should be thin.
- Graphics should tend toward the horizontal, greater in length than height, ideally 50 percent wider than tall.
- Explanations to enhance access to the richness of data are helpful and make graphics more attractive to the viewer.
- Elaborately coded shadings, cross-hatching and colours should be avoided.
- Photographs can provide a good way of including colour. They should be a suitable size to be visible from a distance, for example between 7.6cm x 7.6cm (3in x 3in) and 10.2cm x 15.2cm (4in x 6in).
- Remove all non-essential information from graphs and tables.
- Use colours to distinguish different data groups in graphs, or bars in histograms.

Layout

- Simply using a wall of text is not attractive or easily readable. It is more helpful to use small blocks of text that can stand alone; this will allow someone to read only a small part of your poster and still make sense of it.
- Allow space around your work by creating your poster in sections e.g. columns in a poster layout keep the flow of people moving past your poster.
- Text and illustrations, in the form of tables and graphics, should look integrated whenever possible.
- Flow charts, arrows, numbering or some other guiding method can help to lead the reader around your display.
- The same typeface should be used throughout the poster. Ruled lines separating different types of information should be avoided.
- Lines of text should run from left to right and preferably contain about 10 to 12 words. It is more pleasing to the eye to have text left justified and the right side ragged.



- Designing a poster can be daunting, so it can be helpful to start by doing a sketch of the layout before setting it out in actual size.

Background:

- The use of some colour can make a poster more attractive visually. Primary colours are preferable to shocking bright colours.
- The colours chosen for the poster should complement each other; forethought should be given to the colours you intend to use for text / illustrations and the background.

Font:

- The title on the poster should be large enough to be read from at least 1.8m (6ft) away. A font size of 72 point (2cm / 3/4in tall) for the title is useful.
- Large fonts are preferable to clearly identify headings and key points that focus on some of the central ideas presented. A font size of at least 48 point (1.3cm / 1/2in tall) is useful.
- The main body of the text should be clearly readable from at least 1.2m (4ft) away. A font size of 24 point (0.6cm / 1/4in tall) is useful for the text.
- It is preferable to use one type of clear and precise font. A sans serif font e.g. Arial is helpful.
- The use of upper and low case is preferred, while avoiding using too many changes of style e.g. shadow, bold, italics, etc.

Final layout:

- It is useful to have a checklist of questions to work through before producing the final poster. These include:

- Is the message clear?
 - Do the key points stand out?
 - Is there a good balance between text and illustrations?
 - Is the sequence of your poster clear?
 - Is the level of space around your poster appropriate?
 - Do the colours you've chosen work together?
- It can be helpful to seek advice from colleagues before production.

For a useful guide to producing posters with PowerPoint see:

<http://www.cmer.wsu.edu/~yonge/ce465/poster.pdf>

Handouts

Many delegates like to take away copies of posters in the form of handouts (A4 size). Handouts can also be a useful way to provide additional information about the topic presented in the poster. Presenters are responsible for the production and display of the handouts.

If you require any further information or have questions that have not been answered in this document, please contact Carol Fawkes at c.a.fawkes@brighton.ac.uk or telephone 01273 643457.