Display boards and poster size:
- Each poster will be allocated one board, to which it must be affixed
- The board measures: 0.95m wide x 2.35m tall
- The poster should measure: 0.95m wide x 1.60m high (we suggest printing on A0 sized paper)
- All posters must be portrait style
- The board is hessian backed and Velcro compatible
- We will provide fixings for your posters onsite
- Posters will be displayed by the theme you selected during the submission process

Format:
Your poster should present a clear view of your work and main messages. You may find the format used on the Call for Abstracts submission template helpful, although you may not need to use all of the headings. Please give prominence to your results.

- Brief outline of context: Where was this improvement work done? What sort of unit/department? What staff/client groups were involved?
- Brief outline of problem: What was the problem that you set out to tackle? How was it affecting patient/client care?
- Assessment of problem and analysis of its causes: How did you quantify the problem? Did you involve your staff at this stage? How did you assess the causes of the problem? What solutions/changes were needed to make improvements?
- Strategy for change: How did you implement the proposed change? What staff or other groups were involved? How did you disseminate the results of your analysis and your plans for change to the groups involved with/affected by the planned change? What was the timetable for change?
- Measurement of improvement: How did you measure the effects of your planned changes?
- Effects of changes: What were the effects of your changes? How far did these changes resolve the problem that triggered your work? How did this improve patient/client care? What problems were encountered with the process of changes or with the changes?
- Lessons learnt: What lessons have you learnt from this work? What would you do differently next time?
- Message for others: What is the main message based on the experience that you describe here that you would like to convey to others?

Poster presentation tips
- The main points should be clearly readable from a distance of 2 meters
- It is not necessary to display your entire abstract - use the main points as headings, which you can then expand upon when asked
- Graphs and tables should be clearly displayed and as large as possible
- Use colour to highlight points
- Use lower case lettering, as block capitals are difficult to read from a distance
- Paragraphs should be short and concise
Displaying your poster:
- Posters will be displayed only. There will not be any arranged oral presentations for posters.
- All delegates will be able to view posters during registration, refreshment breaks and lunch on Tuesday 29th and Wednesday 30th September. We recommend you stand by your poster during these times for questions and discussion on your work.
- Add your twitter handle or email address if you would like people to contact you with any questions relating to your poster.
- You are welcome to bring along additional handouts or business cards and have these affixed to your display board. If you would like to have handouts please make sure you bring a plastic sleeve to contain these as they will not be provided.

Registration and setup:
On arrival at the venue, you should register and notify the registration team that you are a poster presenter. You will be directed to your poster board and provided with materials to set up your display. Poster boards will be set up in themes according to the topic of the poster.

We encourage poster presenters to register and set up their displays on Monday evening between 1600-1800. You will therefore be able to avoid the inevitable queues at the Registration Desk on the Tuesday morning. Alternatively, you may arrive early on Tuesday morning to register and set up. Both options are summarised below:

**Monday 28th September**
1600-1800 hrs: Registration and poster set up (note unless you have registered to attend the Forum on Monday, there is no access prior to the venue before 1600 hrs)

**OR**
**Tuesday 29th September**
0730-0900 hrs: Registration and poster set up

Removing your poster at the end of the Forum
All poster displays must be removed by **1600 hrs on Wednesday 30th September**. Any remaining posters will be disposed of by the venue.

For any further questions on poster display procedure please visit our FAQ page on our website [here](#)