

GUIDELINES FOR PREPARING POSTERS FOR CONFERENCE

Scientific Programme Committee

PLANNING THE POSTER

- Decide on the overall size of the poster e.g. A4 → A0
- Decide on the orientation of poster i.e. portrait or landscape
- List the important headings and points to be presented
- Type the main information in the format you may use
- Sketch a rough plan of the poster
- Experiment with different layouts

LAYOUT DESIGN

- Consider the background
- Consider the colour scheme
- Consider the choice of colours
- Plan the layout so the content flows i.e. horizontal or vertical
- Consider the use and balance of text, tables, graphs, photographs, pictures
- Consider the inclusion of appropriate logos e.g. Trust and Sponsors

TEXT

- The poster text needs to be able to read at a distance of 3-5 feet
- Choose a font that is easy to read e.g. Arial, Verdana, Tahoma or Times New Roman
- Suggested text sizes for an A0 size poster:
Title text - 24 point font size
List of authors' and institutions text - 12 point font size
Text - 8 point font size
Headings - 12 point font size
Subheadings - 10 point font size

BUILDING THE POWERPOINT SLIDE

- Set the page set up to A4 size or custom ready for printing
- Use gridlines to help line up the text boxes
- When text boxes are selected they can be nudged by tapping the arrow keys in the direction you wish the box to be moved

CONTENT

- Plan the content of the poster considering the introduction, method, results, analysis, discussion, conclusions and implications for practice
- Remember KISS – keep it simple
- Limit your information and highlight key points only
- Consider how long it will take the reader to read the whole poster
- Use bullet points of short phrases rather than long paragraphs or text
- Only use abbreviations if the full text included first with abbreviation in brackets e.g. College of Occupational Therapists (COT)
- Include a maximum of five references
- Avoid the use of complex tables / figures etc
- Ensure photographs / images are of a high quality
- Ensure you have copyright clearance to use photographs / images
- Include your email address on the poster

REVIEW

- Prepare the draft poster and print a draft version on A4 paper
- Ask others for comments and proof read ++
- Save as pdf prior to taking the poster to the printers

PRINTING

- Consider which quality paper is required for your poster and whether you want it glossy, heatsealed or laminated
- Get quotes for printing costs
- Prices vary greatly from approx £30 - £300
- Check who will be paying for your poster
- Check whether you will get a proof copy to check prior to final printing
- Check how long it will take to have the poster printed
- If you design and fully prepare your own poster in powerpoint and take it to a reputable printing company, an A0 size poster printed on 200g paper and laminated, should cost approx £60
- Costs may vary according to whether you request a copy for proof reading prior to printing
- Take some A4 copies of your poster to be used as handouts

For full details please visit

www.cot.org.uk

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