

SfE National Clinical Cases - Poster presentation guidelines

General Information:

Authors who have been invited to create a physical poster should ensure that their poster is **no larger than size A0 and in Portrait**. For your reference, please refer to the poster templates in order to get a feel for how your poster should be organised. Whilst it is not a necessity for you to use the template, it is a good idea to keep your poster as neat and easy to read as possible.

[Template 1](#)

[Template 2](#)

Organising your poster:

We suggest the following format for the organisation of your poster:

Title: The title of your submitted abstract

Authors: Who was involved, and their affiliations

Introduction: A statement about the aims and objectives of the study

Methods: A description of the methodology that you have adopted, including any assumptions

Results: Include examples of the main results of the study

Conclusions: List the main findings and your thoughts about how the work could be progressed further

Formatting your poster:

1. Keep fonts simple and use one or two different fonts only
2. Font size – your poster should be easily legible at a distance of 1.5 metres. We recommend the following font sizes:
 - Title: 80 - 100 pt (font size).
 - Authors and institutions: 30 - 40 pt.
 - Main text: 32 - 40 pt, although 28 pt or even 24 pt could be used in isolated areas, or if you have a very large amount of text.
 - References / Bibliography: 24 - 32 pt.
3. Keep use of colour to a minimum
4. Maintain a consistent style
5. Keep text to a minimum
6. Neutral colours work better as a back ground than bright colours
7. Make use of graphics where possible
8. Only include what is absolutely necessary
9. Do not overload tables and figures with information
10. Be selective when showing results
11. Check spelling
12. Above all, keep it simple

Instructions for Poster Presentation:

- To be of value, your poster should not be too cluttered. It should be set out in a clear and logical manner, with reading matter reduced to an essential minimum.
- Lettering, including figure legends, labelling, symbols & graphs etc, should be large enough to be legible at 140cm. Ordinary type-face is NOT adequate.
- Drawings, diagrams and photos are extremely helpful and often necessary to display results and conclusions. Make sure that your illustrations are easy to understand; do not overload any chart or drawing with information.
- If the first author is not able to attend the Meeting, then a co-author will be able to represent on your behalf.