

Guidelines for producing an E-Poster for presentation at BASK Annual Meetings

Content

1. Keep the content simple and uncluttered
2. A banner displaying the title and **EPoster abstract ID number in brackets**, authors, institution and one email address should be positioned at the top. Including the EPoster number will enable delegates to find your presentation on the BASK website after the meeting
3. Be very selective with your results – show key findings only. At the conference your poster will be on screen for only 30 seconds. It must be readable during this time. 4. Diagrams and drawings should be simply labelled and legible
5. Graphs:
 - there should be no more than six line-graphs on a single plot.
 - coloured lines are the clearest way of distinguishing multi-line graphs.
 - graphs should be of the same size and scale (to enhance comparability)

Format

1. Your EPoster should be in **LANDSCAPE format and saved on a single slide in PowerPoint using Widescreen (16:9) format with the abstract ID number clearly visible in the top corner of the slide**. Any portrait format posters will be rejected.
2. Save the file with the following format: “EPoster abstract number – EPoster title”.ppt 3. It is preferable to keep the background light to aid clarity and readability.
4. The poster should read from left to right, and top to bottom.
5. A picture paints a thousand words.
6. Do not use more than one font type, preferably a sans serif font.
7. Avoid headings in UPPER CASE type as these are harder to read.
8. Text should be legible from > 2 m distance on a 32” monitor screen. Headings with bullet points work best. DO NOT include large paragraphs of text.
9. Carefully proof read to check for mistakes, legibility and inconsistencies.
10. When complete e-mail your e-poster to the BASK Events Organiser at eventteam_bask@outlook.com by the date stated in the abstract notification email you will have received informing you that your abstract had been successful and also as stated on the Event page of the BASK website.
11. If you submit your E-Poster any later than the date stated and your submission will be rejected.
12. Any E-Posters that are felt to be illegible will be rejected.

Final checks

When you have finished, ask yourself / colleagues:

1. Is the poster well organised and can it be easily read in 30 seconds?
2. Is your message clear and concise?
3. Can it be easily read from a distance of > 2 m on a 32” screen?
4. Is there too much or too little information?