Guidance on Preparations for Poster Submissions

We are keen to support those who are presenting posters at the PATT40 Conference to ensure their work is presented and communicated as effectively as possible. As such, we offer the following guidance to support the design of your poster and require that a draft poster is submitted for feedback in advance of the conference. Draft and finalised posters will be submitted electronically, and the PATT40 conference will arrange for and cover the costs of these being professionally printed. Posters that are being presented at the conference will be mounted and displayed for you in advance, provide they are submitted for printing (date below).

The timeline for the finalisation of posters accepted for the conference is as follows (refer to the key dates webpage for updates):

- Extended submission of poster abstracts by: **Friday 4th August 2023**
- Extended notification of acceptance by: **Friday 25th August 2023**
- Submission date for draft posters by: **Friday 15th September 2023**
- Feedback on draft posters issued by: **Friday 29th September 2023**
- Submission of final posters for printing by: **Monday 16th October 2023**

Conference posters will be A1 (594mm x 841mm), portrait or landscape, when printed and we recommend that you design them at this size from the outset to avoid the need for scaling which can lessen the overall quality when printed.

Software such as Microsoft Publisher can be used, however, if you do not have access to this, then free to use software such as Scribus can be downloaded and works with a range of platforms and operating systems. Some people also design posters in PowerPoint and guides on how to do this can be found using search engines.

Regardless of your choice of poster, we ask that you save these as either a PDF file or PNG file at 300 dpi. If you are saving/exporting/printing as a PDF, make sure that you check that the PDF file is the same as your design. Depending on how the PDF file is created, there can sometimes be instances where fonts are replaced or unavailable. If this happens, you may need to choose a different font in your original design and export it again as a PDF.

Some design considerations (in no particular order):

- Consider the overall flow and layout of elements in your poster and consider how your key messages will be made clear to the reader. How do you want your readers eye to move around the page and are the key messages or findings from your work clear?

- Limited but well considered colour schemes tend to be more effective. You may want your colour scheme to reflect that of your institution or organisation.

- If images are included, ensure that these are of a suitably high resolution (min. 200 dpi) and, if they are scaled, ensure that the aspect ratio is maintained.

- Consider the positioning of different graphic elements and ensure things do not become too busy or condensed. Be as consistent as possible with the spacing between, for example, text boxes and paragraphs and ensure that different elements are correctly aligned.

- Make sure that your name, institution and contact information are clearly displayed. As part of this, you should include and institutional or organisational logo and details of social media where appropriate.

- If you have additional information about the work described in the poster, or an associated web page, creating and including a QR code may offer delegates a quick an easy way to connect with your work.

- Include some key references with citations and an appropriately formatted reference lists as part of your poster.

- Please ensure that somewhere on your poster, you include details of the PATT40 Conference and the associated dates.

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