



## POSTER PRESENTER GUIDELINES

Thank you for agreeing to present your poster at the RCGP Annual Primary Care Conference & Exhibition 2019, taking place on 24-26 October 2019 at the ACC, Liverpool. Please find attached all of the information you need in preparation for the day.

You will be sent an email confirming your Poster ID number w/c 2 September.

### 1. ORAL PRESENTATION

Please prepare a 10 minute presentation, including any time you wish to reserve for questions. Your short paper should discuss the poster but should not be used to introduce new findings/information.

Presentations should be supplied as a Microsoft PowerPoint presentation created in 4:3 format. Whilst earlier versions of Microsoft PowerPoint are supported it is recommended that presentations are supplied in versions Microsoft PowerPoint 2010 or later.

**\*\*All speakers at the 2019 conference will need to include a slide at the start of their presentation detailing any potential conflicts of interest, financial or otherwise, that could influence, or be perceived to influence, the content. Please give details of any potential conflicts of interest that you could have as a speaker in this session..**

Please bring your presentation on a memory stick and visit the Speaker Preview room to download your presentation for use with the hardware provided by the organisers. Presenters are not able to present from their own laptops or Macs.

Please check your presentation as early as possible and no later than 2 hours before your session is due to start.

Short Paper sessions take place in the Mini Theatres, in the Exhibition Hall. The location will be indicated on the venue map in the Delegate Handbook and sign posted with a hanging banner above the theatre.

Please [click here](#) to view the latest programme. Short papers are delivered in the order listed in the programme.

### 2. REGISTRATION

All presenters are reminded that they must register and pay to attend the conference. You/or your presenting author must register and pay for a 3-day conference pass no later than **24 June 2019**. Failure to register by this date may result in your place being offered to another candidate.

Please inform us as soon as possible if there is subsequently a change of presenter or if you are no longer able to present your instructional session.

**Please ensure you register with the same email address you submitted your abstract with.**

[CLICK HERE TO REGISTER NOW](#)

### **3. POSTER SIZE & LAYOUT**

Please note the following instructions:

1. All posters must be in portrait layout, preferably A0 size (841mm wide x 1189 mm high). **Do NOT exceed the overall poster dimensions: (900 mm wide by 1200 mm high)**. Landscape layout is not permitted.
2. Please include the abstract title at the top of your poster.
3. Please ensure that the text of the poster is clear and can be read from a distance of 2 metres.
4. Posters should be attached to the boards by Velcro, which will be supplied by the organisers. Posters should therefore be made from light-weight materials.
5. The conference does not dictate the format of information on your poster. However, if you require guidance, there is ample information on academic poster creation that can be searched for online in both text and video format.

### **4. MOUNTING AND REMOVAL OF POSTERS**

Mounting posters:      Between 08:00 - 10:45 on Thursday 24 October 2019

Remove posters:      Between 16:15 – 17:00 on Friday 25 October 2019

All posters must be on display in time for the first break in the conference at 10.45am on Thursday 24 October. All posters should be displayed for the duration of the meeting.

If you would like to retrieve your poster after the conference, you should remove it from display after the last break of the conference, from 16:15 – 17:00 on Friday 25 October. **After 17:00 the exhibition hall will be off limits and you will not be able to collect your poster.**

We request your cooperation in keeping to the times above for mounting and removing posters. This will ensure that as many delegates as possible are able to view the posters. If the poster presenter is unable to meet the set-up or removal times, you must arrange for a co-author or other colleague to assist with set-up and/or removal.

### **5. STORAGE OF POSTER TUBES/CYLINDERS/CASES**

Unfortunately we have no space to store any items. If you would like to re-use your case/ tube to carry your poster from the venue at the end of the event, we advise you to store this in your hotel or the venue cloakroom. Any poster tubes/ cases left in the venue at the end of the conference will be disposed of.

## **6. HANDOUTS**

If you wish to provide materials for delegates at the conference, you need to bring these with you. Handouts can be very useful, however, please note that these cannot be placed on the floor at your poster for safety reasons. If handouts or poster packaging is found on the floor the conference organisers will remove it to comply with the Health and Safety requirements of the venue. If you wish to supply handouts you must provide a holder that can be attached to your board with velcro eg. a plastic punched pocket

## **7. POSTER JUDGING**

Poster judges will be reviewing posters throughout Thursday 24 October. Winners and runners up in each category will be selected by 17:30 on Thursday. Posters which have been awarded a category win will have a red rosette displayed on their poster. Posters which have been highly commended runners up will have a blue rosette displayed on their poster.

The winners of best poster in each category will be asked to give a short oral presentation of their poster on the afternoon of Friday 25 October between 13:45 - 14:45. Winners will be notified via the conference app by 17:30.

Winners of the RCGP Student & Foundation Doctor Poster Competition will be announced at the RCGP Discover GP Awards.

## **8. POSTER PRINTING**

If you would like the conference to take care of your poster printing and display, we provide a poster printing service. This will ensure your poster is printed A0 on 350gsm paper stock and displayed with the poster title and location ID number. Please note this package does not include a protective tube.

For £48 (including VAT) you can purchase the Print, Display & Dispose package by following [the link](#).

The deadline for ordering your print package is **Friday 4 October 2019**. Further information about the next steps will be sent to you once payment has been made.

**Please note that we are not responsible for any proof-reading of the PDF submitted.**