

Diabetes UK Professional Conference

Sharing knowledge, changing lives

18 to 20 March 2020, SEC Glasgow

Poster presentation guidelines

- Poster boards are 1m wide x 2m high (portrait), so it is recommended that printed posters are A0 (no larger than 1000mm width x 1200mm height).
- The posters will be displayed within the Exhibition Hall (Hall 4) at SEC Glasgow, along the main concourse. The poster board locations and layout will be clearly displayed in the Conference Guide and on exhibition floor plans.
- **All non-science posters (P125-P520) and encore posters (E1-E32)** for the conference must be put up before the end of morning break (11.35) on Wednesday, 18 March 2020 and should remain on display until the end of lunch at 13.50 on Friday, 20 March 2020.

If you are not attending the conference from Wednesday and will be unable to display your poster between these times then please approach a co-author or colleague to display the poster by 11.35 Wednesday, 18 March 2020.

- **Science posters (P1-P124)** must be on display by the start of the poster session (10.10) on Thursday, 19 March 2020 and should remain on display until the end of lunch at 13.50 on Friday, 20 March 2020.

If you are not attending the conference on Wednesday or Thursday and will be unable to display your poster between these times then please approach a co-author or colleague to display the poster by 10.10 Thursday, 19 March 2020.

- It is the responsibility of the presenter to ensure that their poster is available to be viewed between these times.
- The conference has dedicated poster attendance sessions built into the programme. Authors are expected to attend their poster(s) either on:
 - Thursday, 19 March at 10.10-10.55
 - All odd numbered posters
 - Friday, 20 March at 12.40-13.25
 - All even numbered posters

Co-authors should also attend if possible, to enable presenting authors to look at other posters and to field multiple enquiries.

Note that as indicated in the submission guidelines, failure to present an accepted abstract at the conference – as outlined above – will lead to the poster being removed from publication and may lead to the presenting author receiving a one year ban from submitting and presenting abstracts for the Diabetes UK Professional Conference 2021. This will be monitored closely by the Conference Organising Committee.

- Please note that the exhibition hall closes at 14.00 on Friday, 20 March 2020 and **posters must be removed by that time**. Posters that are not reclaimed one hour after the Exhibition Hall closes will be taken down and may be destroyed. Should you have any enquiries relating to your poster at the conference, please go to the General Enquiries Desk in the registration area.
- Diabetes UK encourages you to bring with you A4 handouts of your poster which can be placed in clear pocket wallets on your poster board for delegates to take. Clear plastic wallets to store copies of your poster/contact details for delegates can be obtained from the General Enquiries Desk in the registration area.
- Diabetes UK will only have a limited amount of velcro available at the conference. No drawing pins, staples, sticky pads or any other form of adhesive should be used.
- When preparing your poster, please remember that your scientific or educational message must be legible and clearly stated. The purpose of your poster is to present your abstract work in a form that is easily understood and is simple to read.
- Should you have any enquiries relating to your poster at the conference, please go to the General Enquiries Desk in the registration area. Please do view the poster preparation notes below.

Preparing and producing your poster

- It is recommended that posters are produced on high-quality paper and not on fabric materials.
- If you wish to have your poster produced locally, the venue has recommended using [Nettl of Glasgow](#).
- One of the most common mistakes people make when creating a poster is to overload it with information. Try to avoid this as delegates would not be willing to read a poster that is full of text.
- You may wish to consider looking at our [Presenting with impact guide](#) which provides useful hints and tips for making your presentation more engaging. We also encourage you to consider [Language Matters](#) when producing your presentation. [Editorial guidelines](#) are also available.
- A poster should represent a 'snapshot' of your work - so show the information that would be most interesting and which can be represented by both text and high quality images.
- Make sure that your poster has a 'story' to tell but remember that people will not necessarily be reading all of it, or they may read just sections of it. Information you include should be of interest.

- It is useful to design your poster around the following headings;
 - Introduction (or Aims/objectives)
 - Methods
 - Results
 - Conclusions (or Summary)
 - Reference list if applicable
- Your title, affiliation and author list should be clearly represented at the top of your poster. You may wish to list funding sources within your poster also (not necessarily at the top). We encourage an acknowledgement to Diabetes UK for any posters that are funded or part funded by Diabetes UK.
- Your poster should be eye-catching and draw people towards it. However, be aware that your use of colours is just as important in the poster as it is when you're making a PowerPoint presentation. Do ensure that you avoid clashing colours.
- Keep the text formatting consistent throughout (i.e. use the same font and colours for main text, titles of individual sections etc.).
- Font style:
 - This is 18 point font which can easily be read from a distance. Use larger size for the summary and for the headings. Headings should be in **bold** type.
- Preparing and producing a high quality poster is time-consuming. Do not underestimate how long it will take to complete this.