**Rheumatology 2017**

**Tuesday 25 April – Thursday 27 April**

**Poster presenter guidelines**

**Poster presenter Information**

Congratulations on being accepted as a poster presenter at Rheumatology 2017. We have put together some information we think may be helpful to you whilst in Birmingham and answer any frequently asked questions. The organising staff will be on hand throughout the conference to deal with any unexpected issues that may arise.

**Size of poster boards:**

Please note the orientation of the posters for Rheumatology 2017 is different to previous years. Landscape format will *not* fit on the poster boards therefore posters in this format will not be displayed at the conference.

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| **Please note:** ***A0 paper size*** Posters must in**PORTRAIT**format **\*landscape format will not fit on the poster boards therefore posters in this format will not be displayed at the conference\*** |

**Preparing your poster:**

* Use a clear typeface.
* The poster should be readable from a distance of 2-3 meters.
* Ensure that the title, author and funding source are clear.
* Keep the poster focused on the topic
* Include:
	+ Statement of problem addressed by project or research/evaluation question.
	+ Selected graphic depictions of data, participants, or before/after program effects.
	+ Clear source of information.
	+ Logical flow of information.
	+ Explicit implications or lessons.

We understand that unforeseen circumstances mean that you may not be able to attend the conference. If you find beforehand that this is the case, pleased inform Jenna Francis at sgoyal@rheumatology.org.uk

**At the conference**

Upon registering your poster at the poster desk you can choose to hang your poster yourself (Velcro will be provided on request) also you have the option of leaving your poster with team at any point and your poster will be hung on the day of your presentation for you

A printed number identifying each poster board will be on each poster board.

**Location**

Posters will be presented in and around the exhibition hall on the mezzanine level, there will be clear poster maps and signage

**Poster mounting**

Poster set-up can take place between 08.30 and 09.00 on the day of viewing or if you are short on time, you can drop off your poster at the poster desk for your poster to be hung for you, please note this service is not available after 10.30 the day of your presentation. Velcro will be available at the poster desk.

*Poster desk opening hours:*

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| **Day**  | **Time**  |
| Monday 24th April  | 16.00 – 20.00  |
| Tuesday 25th April  | 07.30 – 18.30  |
| Wednesday 26th April  | 07.00 – 18.00  |
| Thursday 27th April  | 07.00 – 16.30  |

**Poster Viewing**

It is vital that during the day there is a contributing author by each poster, this to answer any delegate questions.

**Poster Tours**

There will again be poster tours on each day of conference, these are selected by each tour leader and presenters will be notified in advance if they have been selected.

The poster tours will take place during the morning break 10.30 – 11.30 where up to ten delegates will be escorted round the poster area so we ask presenters to be at their posters at this time.

Last but not least, enjoy the conference! We hope you have a great time in Birmingham.

Selina Goyal

Events Executive | British Society for Rheumatology

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