Important Information for Moderated Poster Presenters

BTS WINTER MEETING 2024
Wednesday 27 to Friday 29 November
QEII Centre, Broad Sanctuary, Westminster, London, SW1P 3EE

All accepted abstracts are now part of the programme and the main author, or a co-author, **must attend** and participate as detailed below.

Please note that **Moderated Poster Presenters** are required to:

1.   Make a two-minute presentation at the conference, followed by 5 minutes for questions, during the programmed session, as previously notified. This presentation will be beside your poster board.
2.   *Design and have printed a poster for display at the conference.
3.   *Provide a PDF version of your poster, for upload to the conference App by **7 October**.

*Please note that the design for items 2 and 3 above may be the same, if you wish.

GUIDANCE FOR POSTER DESIGN

Whilst there are no set guidelines for designing a research poster for the BTS Winter Meeting, the key points below should help you:

- The display boards are **2 metres wide x 1 metre high (i.e., landscape style)** and are fabric faced. Please bring your **own Velcro Hook** and/or drawing pins to attach your posters to the display boards. Sellotape and Blu-Tac are **not** to be used. When constructing/designing your poster remember to leave enough room for you to be able to stand next to the poster and not in front of it.

- The majority of posters are now produced electronically and printed using a large format printer. We encourage delegates to use this method and not to use individual sheets of paper where possible.

- The abstract need not be displayed in full, as it will be in the programme. The abstract title and authors should be displayed across the top of the poster and should be visible from at least 6 feet away.

- Use key headings such as "Introduction", "Methods", "Results" and "Conclusions" in large font with text under each. Key headings should be visible from at least 6ft away. Try to ensure the final main body text size is at least 28pt in size – if necessary, cut out text so you can increase the text size. San-serif fonts work better for large font sizes. Paragraphs should be short, and in most cases bullet points work better. Ideally your poster should be readable to the viewer from 3ft away.

- Graphs and tables should be clear and as large as possible. It is usually worth sacrificing some detail for the sake of clarity. Colour is an advantage to highlight points and lower-case lettering

should be used as far as possible as this is easier to read. The text, tables and graphics should look integrated. The same typeface should be used for all if possible and ruled lines separating different types of information should be avoided.

- The most difficult aspect of making a poster is getting the layout correct. Try to ensure the poster "flows" and that the contents of each section are clear to the viewer. Usually, the simpler the poster, the better.

- Try to make your poster genuinely attractive and eye-catching to look at. It needs to have some of the same properties as an advertisement – effectively you are selling your research data/ideas to other delegates. So, a well-designed poster will effectively sell your research, whereas a poorly designed poster will almost certainly detract from the content.

- Company logos may not be included.

- QR codes are permissible only if they provide access to clinically relevant content related directly to the subject of the poster. They must not provide any links to marketing or promotional materials and their use does not imply any endorsement by the British Thoracic Society of any related products of therapies.

SCIENCEPOSTERS PRINT SERVICE

Scienceposters has provided a valuable service to poster presenters at BTS Winter Meetings for many years. They provide poster printing on silk foldable fabric at only £45.00, including delivery direct to the conference venue (a saving of £18 on the normal price).

Scienceposters will print your poster on their foldable fabric, supplied folded in an A4 sized box, perfect for transportation and easy to reuse.

The deadline for this print-only service is strictly **Sunday 17 November.** This will allow enough time for Scienceposters to print, label and send direct to the QEII Centre in London. On arrival at the Meeting, your poster will be available to collect at the 'Poster' registration desk.

Posters can still be sent after 17 November, but the standard delivery fee will apply. For urgent/last minute posters please contact Scienceposters to ensure they can print in time to meet the delivery date.

If presenters choose to receive their poster and take it themselves to the Meeting, then posters can be despatched using DHL.

PLEASE NOTE:

- Scienceposters are unable to offer a design service, but templates are available on their website.
- **POSTERS SHOULD BE SIZED 84.0cm high x 118.8cm wide (A0 landscape) for printing.**
- Please see the advice on the Scienceposters website re: fixing of fabric posters to the poster boards, along with other very useful information.
- BTS is not able to keep or send on posters after the Winter Meeting ends. Any posters left behind will be recycled.

To send your poster for printing, simply upload using the link below:

https://www.scienceposters.co.uk/bts.htm

Twitter: @Scienceposters   #BTSWinter2024

DIGITAL POSTER

We also require a digital image of your poster, which will be uploaded to the Winter Meeting App. The poster must be designed landscape, as outlined above, and usually in PowerPoint and then saved as a PDF. If Poster Presenters are only providing one file that will work for both the poster image for the App and the PowerPoint presentation, the uploaded file should be PowerPoint format only.

An example poster template is available on the Science Posters website here: http://www.scienceposters.co.uk/otherservices.htm

Your poster file must be named with your poster number and surname (e.g., P1_Williams) and must be uploaded by **Monday 7 October** to: https://upload.qeiicentre.london/bts/

If you have any queries about your poster, please contact**:** abstracts@brit-thoracic.org.uk