

Important Information for 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 **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 in a separate room to the poster boards.
2. *Produce one PowerPoint slide to accompany your presentation to be uploaded by **25 November**.
3. *Design a poster of your work, saved as a PDF, for upload to the conference App by **7 October** (see instructions below).
4. *Design and have printed a physical poster for display at the conference.
5. Be available next to your poster between 10am and 11am on the day of your presentation.

*Please note that the design for items 2, 3 and 4 above may be the same, if you wish, but they should be saved as separate files in the appropriate formats. See below for further information.

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.

- 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 or 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 #BTSSWinter2024

DIGITAL POSTER

We require a PDF version 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. An example poster template is available on the Science Posters website here: <http://www.scienceposters.co.uk/otherservices.htm>

Your poster PDF 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

GUIDANCE FOR POWERPOINT SLIDE – POSTER DISCUSSION SESSIONS

To ensure optimum efficiency for speakers we ask that you read this sheet carefully. **You may only use ONE PowerPoint slide** to accompany your presentation.

Please note that you **cannot** use your own computer – facilities are provided at the venue. The venue uses Windows 11 Professional/Microsoft Office 365 operating system with PowerPoint 365, and so can work with that version or any earlier versions (e.g., 2003, 2007, 2010, 2013, 2016). It is possible to run sound within presentations, but we do need to know in advance if you require this facility.

All of the screens at the venue are widescreen and generally run with an aspect ratio of 16:9 and at a resolution of 1920 x 1080. Other aspect ratios can be displayed, but the slides will project with a black border around the edges.

Arrangements may be made for MAC presentations, but we **must** know this in advance and it is preferable that you bring your own MAC and display adapter with you to plug in at the lectern.

Please upload your presentation direct to the Centre no later than **5.00pm on Monday 25 November**. We aim to have a technical rehearsal of all data presentations and have the sessions set up in advance. We do this in the hope that this will enhance the experience of delegates and presenters alike, and hope that it will be less stressful for presenters on the day. We would therefore be most grateful for your co-operation.

Your single PowerPoint slide should be forwarded to the QEII Centre via their FTP Site:

Please go to: <https://upload.qeiicentre.london/bts/> and follow the instructions.

Please note that the FTP site will be closed at 5.00pm on Monday 25 November, after which date you will not be able to submit your presentation via the site or via email. If you are not able to meet the deadline, or wish to make changes to your presentation after 25 November, then please bring the latest version of your presentation with you on the day.

PowerPoint presentations that contain embedded sound and / or video clips should be uploaded in a zipped folder that also contains each of the embedded files separately, in case of any playback issues.

IMPORTANT!

- 1) If your presentation contains **special fonts**, i.e. non-standard Windows fonts, then please ensure these are embedded. This should avoid the problem of slides appearing to be incorrectly formatted on screen. The use of special, licensed fonts is strongly discouraged as these make the presentation read-only and therefore un-editable on site.
- 2) If there are **video files** inserted in your presentation, please upload the original video file as well (MPEG, MOV or WMV), as some versions of PowerPoint do not save the video file, only a link to the original file location (dependent on settings). Ideally all of your PowerPoint slides plus all your video inserts should be supplied in one folder.
- 3) For back-up purposes, you may wish to bring a copy of your presentation on USB flash drive on the day of the event.

PREVIEW ARRANGEMENTS

There will be a preview room for PowerPoint presentations where you can run through your presentation or make last-minute changes. On arrival at the venue, please go to the "Speakers" section of the BTS registration desks on the ground floor and you will be directed to the room. Please allow plenty of time to check and remember to collect your USB stick from the preview room at the end of the session.

BTS head office staff do not have access to the QEII upload site, so your slide should be uploaded as detailed above and any AV queries should be sent to: presentations@brit-thoracic.org.uk

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