International Forum ePoster Guidelines
Gothenburg 2022

Congratulations on being accepted. Your work will be on show during the two days of the upcoming International Forum, and also available online on our ePoster platform. Please read through our ePoster Guidelines thoroughly, it includes all the information you will need to prepare and submit your ePoster.

ePoster FAQs

What is an ePoster display at the International Forum?

An ePoster at the International Forum provides presenters with the opportunity to outline new information, improvement strategies, ideas, case studies or projects and to celebrate the successes of an individual or organisation.

ePosters should not advertise any products or services.

This year, the ePosters will be displayed on our new ePoster platform before and after the International Forum.

We will also be offering ePoster presenters the choice to register to have their ePoster displayed on our online ePoster platform only.

ePoster presenters who register for the online conference will have their ePoster showcased on the virtual ePoster platform and International Forum app during and up to a year after the Forum.

	On-site ePoster	Online only ePoster
ePoster displayed in the venue during the main two conference days (Tuesday 21 - Wednesday 22 June)	✔	-
Presentation of your ePoster project on the ePoster stage (includes Q&A on your project)	✔	-
Oral presentation certificate	✔	-
ePoster certificate - poster displayed only	✔	✔
ePoster on the virtual ePoster platform and International Forum app for 6 months	✔	✔
Audio or video presentation alongside your ePoster on the virtual ePoster platform	✔	✔
ePoster Clinic - meet with an expert and get advice on how to take your project to the next level	✔	-

How do I confirm my ePoster at the International Forum?

Registration is now open on our website.

You must ensure the following instructions are followed to **confirm your ePoster.**

- To confirm the ePoster display at our in-person conference, the nominated presenting author must register and pay to attend the two main days of the event (21 - 22 June 2022) **by Wednesday 11 May 2022.**
- To confirm the ePoster display at our online conference, the nominated presenting author must register and pay to attend the Online Forum by **Wednesday 11 May 2022**.
- The presenting author's registration will be linked to the confirmed ePoster, providing a record of attendance and ensuring that you receive the information to submit your ePoster for display.
- **We will only contact authors who have registered to attend the conference by the Wednesday 11 May deadline with a submission link to upload their ePoster.**

Where/when can I set up my ePoster display in-person?

There is no need to bring a physical poster to the event, all posters will be displayed electronically on our e-boards. **There will be no poster boards available onsite**. Please see your poster registration confirmation email for information about how to submit your ePoster.

Each ePoster will be displayed on an e-board within its submitted theme.

When will my ePoster be viewed?

ePoster presenters who have registered for the in-person Forum will have their ePoster displayed on our electronic screens across the two main event days (21 - 22 June 2022). Your ePoster will be searchable on all electronic screens.

Your ePoster will also be available online on our new ePoster platform before, during and after the International Forum.

ePoster presenters who have registered for the online conference will have their ePoster displayed on the online ePoster platform only.

What if the incorrect presenting author is listed?

If you are unable to attend the conference, you are more than welcome to nominate a colleague to submit your ePoster on your behalf.

Unfortunately, you cannot log back in to amend the presenting author yourself. Therefore, if you would like to inform us of a change in the presenting author, please email their name and email address, along with the title of the poster they will be bringing for display, to edobie@bmj.com.

Please note: we operate a strict **ONE ePoster display per presenter policy, and we ask any presenters nominated to present multiple posters to **choose one to present themselves**, and allocate their additional ePosters to co-authors/colleagues. Please ensure your replacement is not already attending to display an ePoster.**

How do I submit and upload my ePoster?

We will only contact authors who have registered to attend the conference by the <u>Wednesday 11 May</u> deadline with a submission link to upload their ePoster.

If there has been any changes to my project do I need to update you?

No, but feel free to update the ePoster that you submit for upload with your latest findings. Please ensure the authors name and title remains the same.

How will posters be presented at the event?

The posters will be displayed in-person on large screens and will also be available on the online ePoster platform.

Will there be oral presentations for poster presenters at the International Forum?

If you have registered for the in-person Forum, we will provide an area for you to present your work, if you choose. We will send further information and instructions on how to sign-up closer to the event.

Will there be any conference proceedings?
No, as the posters will be easily searchable on the ePoster platform and accessible during the event, we will not be creating a conference proceedings for the Forum.

Can I get an ePoster Certificate of Attendance?

Yes, your certificate will be sent to you via email two weeks after the event.

ePoster presenters who register for the in-person Forum will have the opportunity to receive an oral presentation certificate by signing up to our ePoster stage.

ePoster presenters who register for the online conference will receive a certificate stating they have displayed their work at the Online Forum.

Can I display the International Forum logo on my poster?

The International Forum does not allow the use of BMJ, IHI, or any International Forum affiliated logos, to be displayed on posters at the International Forum.

Does my ePoster have to be in English?
Yes, all ePosters need to be in English; your abstract will be unsuccessful if submitted in another language.

How to design and create your ePoster

What is an ePoster display?

An ePoster at a conference is a great way to showcase your improvement projects and help others learn from your strategies and experiences. Delegates will have the opportunity to browse posters from our e-boards throughout the duration of the conference.

All ePosters must be created in PowerPoint 2007 or newer. You must set the dimensions of your ePoster to: **Landscape: width 140cm by height 70cm (width: 55in x height: 27.5in)**.

We will not be accepting any changes after the deadline, or at the event, so please follow these instructions carefully.

- Your ePoster should be in landscape orientation
- Number of pages (slides): **one** (1).
- Minimum suggested font-size: 24 (20 for references).
- For embedded images prefer .jpeg or .png file formats in a resolution of 72 dpi.
- Do **not** use animated effects, "animations" and videos.
- **Before submitting, save your poster as a PDF file. All recent versions of PowerPoint and most other software applications allow you to save your poster as a PDF file from the "File > Save as" menu or through the "File > Print > as .PDF" option.**

How to set up your presentation?
1. Open microsoft powerpoint
2. Click of 'design'
3. Click on 'slide size'
4. Click on 'custom slide size…'
5. Change the orientation to landscape
6. Change the width to 140cm
7. Change the height to 70cm (width: 55in x height: 27.5in)
8. Click 'okay'

The aim is to tell a story that is clear and inspires others. It should communicate all the key points you want to get across without any additional explanation.

1. **Title:** The title should make it instantly clear what the poster is about. Do not use abbreviations or acronyms as the person viewing your poster may not know what these mean. Try to make it snappy and attention grabbing; you want your work to stand out among hundreds of other posters
2. **Section headings:** Use section headings to make key messages on your poster stand out
3. **Word count:** The person viewing your poster should be able to understand the key messages from it in 3 to 5 minutes and read the text in under 10 minutes. You may find it effective to reduce the number of words in your poster. Try not to use long sentences and cut out words that do not add meaning to your sentences. Use phrases or bullet points
4. **Pictures and diagrams:** Pictures and diagrams add visual interest to your poster. Infographics are also useful for displaying information at a glance. Remember to ensure your pictures are high enough quality to be printed at a large size
5. **Contact information:** Adding your email address or Twitter handle gives people the option to get in touch if they want to know more about your work. You can also generate a QR code for your post to link to further information or a publication - see below for information on how to do this if you are published in BMJ Quality Improvement Reports
6. **Design:** Although it has an impact on printing costs, effective use of colour on your poster can help to highlight key information and helps your poster to stand out
7. **Key messages:** Viewers may not have the time or wish to read all your text. A succinct introduction and clearly outlined learning points will help other delegates to understand your main messages.

Some tips on how to make a great ePoster

What makes a poster good?	Considerations
Very clear graphs that are easy to understand	Not too text heavy
Tells a story using clear headlines	Include contact details
Colour scheme makes it easy to read	Make sure your graph is large enough to read
Use of pictures brings the poster to life	Font size
Key learning points clearly outlined	
Clear title explaining project	

Details on how to submit your ePoster will be available in May 2022 after the poster registration deadline.