International Forum Poster Guidelines
Melbourne 2023

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

Poster FAQs

What is a Poster display at the International Forum?

A Poster 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.

Posters should not advertise any products or services.

Posters will be displayed on our ePoster platform before and after the International Forum.

How do I confirm my Poster at the International Forum?

Registration is now open on our [website](#).

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

- To confirm the Poster display, the nominated presenting author must register and pay to attend the two main days of the event (30 - 1 November 2023) **by Wednesday 6 September 2023.**
- The presenting author's registration will be linked to the confirmed Poster, providing a record of attendance and ensuring that you receive the information to submit your Poster for display.
- **We will only contact authors who have registered to attend the conference by the Wednesday 6 September deadline with a submission link to upload their Poster.**

All posters will be displayed on-site on our eposter screens during the two main event days, and the evening of the first day (30 - 1 November 2023). The ePoster screens are grouped by poster topics. The ePoster platform is searchable by topic, author and keywords. We will share a link to the platform so that attendees can look at the ePosters on their mobile device, tablet or desktop at their convenience.

How do I submit and upload my ePoster?

We will only contact authors who have registered to attend the conference by the Wednesday 6 September deadline with a submission link to upload their Poster.

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 Poster 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 abstract per presenter policy, and we ask any presenters nominated to present multiple posters to **choose one to present themselves**, and allocate their additional Posters to co-authors/colleagues. Please ensure your replacement is not already attending to display an Poster.**

How do I submit and upload my Poster?

We will only contact authors who have registered to attend the conference by the <u>Wednesday 6 September</u> deadline with a submission link to upload their Poster.

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

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

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

You will have the opportunity to present your poster to your peers in person on one of our Poster Stages.

The Poster Stage is a platform for discussing your work with delegates during a 5 minute allocated slot. If you would like to present on the Poster Stage, you will have the opportunity to sign-up before the event. Further information, including how to present, will be sent to all registered poster presenters in due course.

Will there be any conference proceedings?

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

Can I get a Poster Certificate of Attendance?

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

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 Poster have to be in English?

Yes, all Posters need to be in English; your abstract will be unsuccessful if submitted in another language.

How to design and create your Poster

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

Design Layout

1. *The poster should be in <u>portrait orientation.</u>*
2. ***Your page layout must be <u>18cm in width by 32cm in height</u>***
3. *Number of pages (slides): one (1).*
4. *For embedded images please use .jpeg or .png file formats. Please be mindful of any copyright issues of photos used when creating your posters.*
5. ***<u>Submit final poster file in PDF format</u>***. *The file must not be larger than 250MB*

How to set up your Poster in Powerpoint

1. *Open Microsoft Powerpoint*
2. *Click 'design'*
3. *Click 'slide size'*
4. *Click 'custom slide size...'*
5. *Change the orientation to portrait widescreen (16:9)*
6. *The width should be 18 cm*
7. *The height should be 32 cm*
8. *Click OK and once completed save as .ppt or .pptx format (PowerPoint format). The file must not be larger than **<u>250MB</u>***

<u>**Top tips for designing your Poster**</u>

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 viewed from a distance.
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:** Effective use of colour on your ePoster 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 Poster

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 emailed to you after the registration deadline of Wednesday 6 September 2023