SAMsterDAM

Poster Guidelines

Society for Acute Medicine Spring Meeting
1-2 May 2014
Hotel Novotel
Amsterdam
Congratulations

On having your poster accepted for display at SAMsterDAM

The information below is designed to help make the preparation and set up for the display of your poster as easy as possible.

Posters provide an excellent opportunity for the interchange of ideas between presenter & the audience interested in the study/case/project.

The poster should be outlined enabling the work to be understood without the need for explanation allowing the poster to be viewed when the author is not in attendance.

There are a couple of actions that will require your attention:

Please Register to attend the SAMsterDAM Conference at: https://www.eventsforce.net/samsterdam2014

If you or your co-authors do not plan to display your poster please send an email by return to: christine.lawson@eventage.co.uk including your poster title

Prepare for the Poster Display at the event, guidance is provided below
Install

Posters will be grouped according to categories & will be on display adjacent to the main room.

Each poster display board is numbered and your allocated poster board number will be sent to you before the conference. Please take a note of your poster board number and hang your poster before the Conference:

0815 – 0915 on Thursday 1st May

All posters should be up 15 mins before the start of the Conference.

Velcro will be provided but please bring any other materials you require.

Poster Board Numbers

Will be emailed to you and be listed alphabetically by your poster title.

Manning of Posters

Posters should be manned at the following times:

**Thursday 1st May**
- **ODD posters** 1100-1130 & 1330-1400
- **EVEN posters** 1300-1330 & 1530-1600

**Friday 2nd May**
- **ODD posters** 1300-1330
- **EVEN posters** 1330-1400

Destall

Please leave your poster up until the end of the Conference.

You are responsible for taking your poster down. Any posters left at the end of the Conference will be removed and discarded. The Society will not be held responsible for posters left so please either remove them yourself or organize for one of your colleagues to do so. If you require any help with this, please let us know.
Design

Many of you are familiar with poster design & how to make the best use of it though consider:

Size

Ideally **A0 Portrait** as the Poster Display Boards are 1m wide x 1m wide and this gives the best option for viewing. **A1 Portrait or A1 landscape** is also possible. A0 landscape is **not** possible as this will require 2 poster boards.

Header

Use a headline that identifies your work and this should be obvious at the top of the poster. Lettering should be bold and of a good size. Include all authors and affiliations.

Organisation

The aim is for a clear and simple message. Do not overload the poster with information, rather use a coherent sequence that will guide the reader through the poster. Use graphics as appropriate; keeping the text to a minimum. Make sure you can read it from a distance.

Font

Use consistent font throughout the poster. Avoid excessive use of abbreviations, acronyms and jargon.
Copyright

If using an image, please ensure you have permission. If presenting a clinical case, it should be fully anonymised and written patient consent obtained if any potentially identifiable images are used in the poster. Please include a statement confirming this on the poster.

Consider

Is the message clear?
Is there a good balance between text and graphics?
What do I want the audience to remember?
Is the poster understandable on its own?
Do the important points stand out?

eVersion

We are keen to promote your poster and your work and will be uploading all shortlisted posters to the Society for Acute Medicine website after the conference. In order for us to do this you will need to submit your poster in pdf format only.

Please email this to

alison.notley@eventage.co.uk

by 30th April 2014

Winning Posters

The abstracts of all commended posters, as well as those chosen for an Oral Presentation, will be published in the Acute Medicine Journal. The abstracts of all other posters will be placed on the Society for Acute Medicine Website following the conference.