



Poster Guidelines

CSP Annual Conference 2024

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Poster Guidelines

1.0 Introduction

Congratulations on being invited to present your abstract as a poster at the CSP Annual Conference; a hybrid event which will be hosted in Manchester from 11 – 12 October 2024.

This year, we will have an online e-poster hall and an in-person poster hall. As a presenter, you will need to create an A0 poster, upload it to our poster platform by Midday on **18 September**, then print your poster and bring it along to display at the event by 10:00am on Friday **11 October**.

All abstracts including poster abstracts will be published in the *Physiotherapy* journal as a conference supplement after the event.

2.0 Poster content

Your accepted abstract has been peer-reviewed and moderated before being accepted to the conference. You cannot change the title of your abstract or the content within it.

Your poster title should match the abstract title you submitted, in addition to identifiers such as the abstract ID, authors, affiliations and funders. The content of the poster should communicate the same information as your submission, although adapted to maximise the use of poster presentation e.g., adding charts or images, using colour and summarising key points.

We recommend that you refer to your submitted abstract, which you can find [here](#).

2.1 Poster specifications

We recommend that you create your poster using the template provided on www.csp.org.uk/present as it is already set as A0 size in portrait orientation. The below specifications cover content, design and formatting, uploading your poster and printing your poster.

2.1.1 Content

1. All posters must be in English.
2. We recommend that you design your poster layout in the following sections, in line with your abstract submission:
 - Title, author, institutional address
 - Purpose
 - Methods
 - Results

- Conclusions
 - Implications
 - Abstract ID
 - Theme
3. Your poster should also include the following, if applicable:
 - References, but try to keep them to a minimum.
 - Acknowledgments to contributors and funding organisations.
 - Ethics approval (if it was required, mentioning the appropriate committee/body that granted it).
 - Contact Information if delegates have questions about your work
 4. Numbers or bulleted lists are an effective way to convey a series of points or use short, separated paragraphs. Avoid large blocks of unedited text and/or setting entire paragraphs or lists in uppercase or bold type.
 5. You are welcome to use images, figures, graphs, tables. They must be embedded in the file you upload. Each should have a heading, with any additional essential information in a legend. Photographs should have good contrast and sharp focus. Do not use animations.
 6. Ensure you own the copy-right for any images or that images are copy-right free. Do not use identifiable people without their consent. This is against General Data Protection Regulations, and you will be the responsible party.

2.1.2 Design and formatting

7. Create your poster in portrait orientation and size A0, which is 1189mm in height and 841mm in width.
8. Title text should be a minimum font size of 40 and body text a minimum size of 30.
9. The use of colour makes the poster more effective and attractive. Please consider accessibility for viewers when choosing colour schemes such as ensuring good contrast between text and background.
10. Titles and Fonts should be easy to read. Only use the following fonts: Arial, Helvetica, Calibri, Verdana, Symbol, or Times New Roman. If you must use fonts not listed above e.g., corporate fonts, you must upload the e-Poster in PDF format with the font embedded.

2.1.3 Printing your poster

11. When printing your poster, use a durable material for your poster, it will need to look professional for the duration of the event. (e.g. photo quality paper or fabric)

Posters which do not conform to these guidelines may not be displayed online if they cannot be uploaded to the e-Poster system or do not fit the display boards.

3.0 e-Poster Hall

Our e-poster hall allows online delegates to view posters during the event and for all delegates to view posters for three months post-event. The system allows for searching by theme, title and author and for all delegates to ask questions and write comments.

3.1 Poster template

Design your poster as one slide/ page. We have created a poster template for e-poster. Either download the template from www.csp.org.uk/present or from the [e-Poster system](#)

To download it from the e-Poster system click on the tab 'templates'. This will download a PowerPoint template, which you can find at the bottom left of your screen. This will be saved into your downloads folder on your computer or device.

Each template has been designed to be consistent for the title area across all posters. You are free to design the rest of the content and layout as you wish.

3.2 Uploading and submitting your e-Poster

You will be sent a unique link and login code to the e-Poster online system.

When uploading your poster, ensure it is only one slide/ page. You can upload the following file formats: .ppt, ppt., .pdf. The file size must not exceed **10 Megabytes**

1. When you are ready to submit your poster, login to the [e-Poster online system](#):
2. Click the upload button to upload your files.
3. Once done, click 'next' which will bring you to the consent page. Toggle the button (bottom left) to green to agree and click 'next' (bottom right).

3.3 e-Poster system engagement

Poster presenters are requested to reply to any questions emails sent by delegates during the conference. Delegates can send an email through the viewing system or add a comment. They cannot see your email address unless you add it to your poster, however if you reply to their email, they will be able to view your email address.

4.0 Displaying your printed poster

The poster hall at the Manchester Central Convention Complex is located immediately after registration and is a large space that all delegates move through regularly throughout the two days. Poster presenters are required to display their printed poster for the duration of the principal conference in the poster hall.

Numbered poster boards will be grouped according to conference theme. Poster presenters will be informed of their poster board number prior to the event.

4.1 Display times

You can display your poster the evening before, from 16:00 to 20:00 on Thursday 10 October. Alternatively, you can display your poster on the morning of the conference, from 08:00 – 10:00 on 11 October. All posters must be displayed by 10:00 on Friday 11 October

4.2 Poster presentation

Poster presenters are asked to stand beside their posters during the last half an hour of the lunch breaks, on each day of the conference. This allows conference delegates to ask any questions and learn more about your research.

4.3 Collecting your poster

It is the author's responsibility to collect their poster at the end of the event. Posters must be collected no later than 3:30pm, on 12 October 2024. Please note that posters left at the event cannot be sent on and will be disposed of.

5.0 Poster awards

Awards will be given to the winner and runner-up best poster in each of the conference themes at an award ceremony at the Friday drinks reception, starting at 5pm.

Prize for the best poster in theme:

- £100
- A free ticket to CSP Annual Conference 2025
- Subscription to a choice of three Elsevier publications

Prize for the runner-up best poster in theme:

- £50
- A free ticket to CSP Annual Conference 2025
- Subscription to a choice of three Elsevier publications

The posters will be judged by the abstract moderation group ahead of the conference, using the e-Posters. Please note that if your e-Poster is not submitted by

the deadline of **Midday on 18 September 2024**, it cannot be considered for an award.

Outstanding Poster Webinar

Join the conference programme team and Dr Charikleia Sinani, previous chair of the Abstract Moderation Group to learn what makes an outstanding poster.

Sign up for the event on 16 July from 18:00 - 19:30, or if it's post-event, catch the replay on www.csp.org.uk/present

6.0 Questions

If you have any queries, please read first read the FAQs on the webpage www.csp.or.uk/present or email us at conference@csp.org.uk

7.0 External guidance and resources

There are many resources available online that you can use to help you design your poster. The following provide content design advice, however, please note all posters for display at the CSP Annual Conference must adhere to the guidance outlined in this document.

Community for Allied Health Professions Research
<https://cahpr.csp.org.uk/content/cahpr-top-ten-tips>

University of Liverpool
<https://www.liverpool.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf>

Poster scoring criteria: 0- 10

Posters are scored on the following criteria:

- Relationship between poster and abstract (0-1)
- How information is communicated (1-3)
- Illustrations (1-3)
- Design and visual presentation (1-3)

| Score range (0-10): | | | |
|---|---|--|---|
| Marking criteria | 0 | 1 | |
| Relationship between Poster and Abstract (0-1) | Poor | Satisfactory | |
| Poster identity reflects the accepted abstract. | Poor connection between poster and abstract content. Abstract number and/or title missing Author and affiliation details missing Ethics number (if applicable) missing. No contact for questions | Abstract and poster content well connected Abstract number and title present and correct Author and affiliation details included. Ethics number included (if applicable) Contact for questions present | |
| Marking criteria | 1 | 2 | 3 |
| How information is communicated (1-3) | Poor | Satisfactory | Excellent |
| Language accessible, text summarised, information conveyed effectively. | Poster difficult to interpret Messages unclear or lost Large volumes of unedited text Expression, spelling or grammar interfere with communication. Excessive jargon, multiple abbreviations obscure message Few headings to assist reader | Key information conveyed Text edited, summarised Includes titles/ headings Expression, spelling and grammar acceptable Includes both text and illustrations | Poster self-contained, self-explanatory. Titles and headings easy to read, add meaning. Uses short paragraphs, numbering/bullet points/ lists effectively. Text balanced with illustrations. Language accessible, messages conveyed effectively. Excellent use of poster format to add impact to message |
| Illustrations (1-3) | No illustrations | Includes images/ table/figures | Illustrations are in focus, high-quality, easily interpreted |
| Figures, tables, photograph/images. Included, clear and informative. | Figures, tables or images unclear, crowded, unfocused. Illustrations poorly constructed, distort data, data not readable Illustrations lack titles/legends Illustrations and text poorly connected | Illustrations are mostly clear. Illustrations connected to text Illustrations add meaning, data can be interpreted. Titles/legends are present | Illustration type chosen effective and informative Titles/labels/ legends present and meaningful. Figure scale is evident and informative. Illustrations are well integrated and add to impact. |
| Design and visual presentation (1-3) | Layout interferes with communication. | Layout clear e.g, columns, introduction top left | Layout and alignment appealing, aid interpretation. |
| Layout, alignment, use of colour, text and font. | Elements poorly aligned, crowded, distracting Reading order unclear Font interferes with message e.g., too small, overuse capitals, b Colour/ shading interfere with interpretation e.g., lack contrast | Title, Headings, text size and font style easy to read. Poster well-constructed, elements and illustrations aligned Colour and shading help to convey message References/ further information are succinct/unobtrusive if included e.g., via QR | Excellent use of shading/colour to add meaning e.g., in tables and graphs Design maximises accessibility e.g. colour contrast, font type, size Visual presentation is attractive and makes the poster stand out. |