Instructions for Preparing and Presenting IGLC Posters

Purpose:

The purpose of your poster is to present the output of your research/improvements by visual means. Delegates will be invited to browse posters during the conference intervals. Think about what information your poster can convey on its own and how it will draw people to your poster to find out more information.

Visual Presence:

In order effectively communicate visually you need to think carefully about a number of things. For example:

- People will initially see your poster from some distance (say 10 meters) – how will you attract them to visit you to hear your presentation? Lots of small text isn't going to help!

- When people approach they will typically stand between 1 – 3 meters from your poster - what do you want them to be able to see? Again, small text isn't going to help!

- How are you going to communicate your message? Will a single image be able to do this? For example, H&S might use images of kit or dangerous situations etc.

- If you use more than a single image, how will people navigate the information you have on your poster to see and understand the story? You might use arrows, numbers/letters, layers, footprints, even figures of people walking or anything you think appropriate.

- Think carefully about the quantity of information you put on your poster. Less is more in this case, an overcrowded poster is difficult to understand so resist the temptation to try to include everything.

- Think about how you use colour. Certain colours work well together others are not good – experiment beforehand to make your choice.

- They say *'a picture is worth 1000 words'* so think about using figures, diagrams and pictures in lieu of text.

Display Area & Discussion Time:

Posters will be displayed at the back of the main room. Delegates can view the posters during intervals before, during and after the industry conference. You will have an opportunity during this time to discuss your poster and invite questions on your work. Please use the information provided in the bullets below as guidance. If you are attending the research conference please also refer to the research conference poster guidance as the posters will also form part of the poster sessions. Please note that the poster display and format during industry day is less structured than the research conference.

- We recommend you start discussions with your results/findings/conclusions and then explain how you reached these – in this way you will get your message out there.

- Do make sure that what you say matches what is on your poster and point to the poster information to support your presentation. For example, if you have a graph don't read out

the results simply say *'you can see here the differences in opinion/frequency/cost etc'* – that way people will be drawn in to read the detail for themselves.

- You can talk exclusively and in detail to delegates about your poster during all the intervals– this is more time than the forum presenters get!

- Don't feel you must stick to a script, you might want to adjust what you say depending on the questions you receive. Alternatively, you might simply start a discussion with your audience by making a point and then asking them a question – how you use your time is up to you so do try to use this time to advantage.

Poster Specification:

Size:	A1
Resolution:	High (Minimum 300dpi)
Orientation:	Portrait
File Type:	Jpeg or PDF
Submission Date:	2 June 2019

You must include the following information on your poster in the position indicated:

- The title of your work (at the top, center))

- Co/author name and affiliation/s, (immediately beneath the title)

- The IGLC2019 logo (here) (bottom right hand corner)

- Your University or company logo (bottom center)

- Any acknowledgements for research support/funding etc. (not personal ones) (bottom left hand corner)

Poster Printing Costs:

€45 + vat (Where applicable)

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