

Instructions for Preparing and Presenting IGLC Posters

Purpose:

The purpose of your poster is to present your research by visual means. Delegates will be invited to browse posters during the conference prior to the poster session/s – so think about what information your poster can convey on its own and how it will draw people to attend your presentation of it during the poster session.

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 you - 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 color. Certain colors 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.

Presenting your Poster during the Research Conference:

You will be able to present your research to the people at your poster a number of times (plan for 5 times) – each time you will have a fresh audience of people who have chosen to hear about your research. Your audience will already be interested in your work and will certainly have questions so be prepared for discussion. The poster presentation session will have the following constraints:

(cont'd overleaf)

- Each poster presentation will last for 10 minutes, then a bell will ring and people will move on.
 - We recommend you speak for 5 minutes and then take questions for 5 minutes..
 - Because of the time constraints we recommend you start your presentation with your findings/conclusions then explain how you reached these – in this way you will get your message out there.
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Presenting your Poster (cont'd):

- 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 an audience for 50 minutes – this is more 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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