Dear Delegate

Congratulations on your poster slot at this year’s UKSBM Annual Scientific Meeting, in December. Please take the time to look at the poster display guidance below which gives you some important details and tips for you in advance and during the event.

Firstly, don’t forget to register for the event! If your colleague is presenting with you make sure they also register to attend the conference. You can register here: [www.kc-jones.co.uk/uksbm14](http://www.kc-jones.co.uk/uksbm14)

On your arrival at East Midlands Conference Centre, please collect your registration pack from the conference registration desk. The friendly conference staff will be able to direct you to the Banqueting Suite where all posters will be displayed and assist with mounting your poster if required.

**N.B.** Installation time for all posters starts from **8.30am** and must be in place before 9.45am on the Wednesday and 9.00am on the Thursday. Please double check the programme to make sure you know which day you are presenting.

**Quick tip:** Please ensure that you mount your poster by the correct poster board number. You can refer to the list of poster presentations included in the final programme for your board number.

Posters are just as important as oral presentations, so with this in mind we have given each poster presenter 5 minutes to present their research during the allocated poster presentation slot in the programme. You will have 2 minutes to present your poster to a group of delegates, who will be led by a member of the Society and then 3 minutes to answer any questions.

**Quick tip:** Please ensure that you include the title of your poster presentation at the top of your poster.

The poster boards are 2x1 meters. The ideal display size is an **A0 PORTRAIT** sized poster (84.1 cm (841 mm) x 118.9 cm (1189mm)) Please note that individual pieces of paper should be pre-mounted onto one large piece of paper or card.

Alternatively you can use A1 landscape, or A1 portrait (to fit on an A0 landscape board) For reference: dimensions are: A1: 84.1cm x 59.4cm:

So your poster looks as professional as possible any individual pieces of paper should be premounted onto one large piece of paper or card.

Posters can be viewed during all the official Conference coffee and lunch breaks. Poster presenters are requested to stand by their boards during these official times to answer any questions.

Don’t forget to remove your poster at the end of your allocated day. The Organising Committee will not be responsible for any posters that are not removed at the end of the Conference.

Good luck with your presentation and we look forward to welcoming you in December!