



Instructions for Poster Presenters

Preparing your poster

In order to efficiently communicate the results of your research to the viewers your poster needs to be eye-catching and look professional - although it does not need to be professionally produced.

You may want to consider the following points when formatting your poster:

- Use clear, concise language
- All presentations should be in English
- Avoid using all capital letters, even in the title, as they are visually confusing.
- Make sure that the text is large enough to read from 1m away; keep the text to a minimum of 18 point and even larger for the title.
- If possible convert data to properly labelled graphs - they are easier to read.
- Get a colleague to read through the poster. Is it easy to read? Is the order and layout clear to someone new to your data?

How to produce the most eye-catching and effective poster?

- Your poster MUST be A0 90cm wide x 120cm high (A0 **portrait**) in size and portrait in orientation
- You are able to use any poster template or layout you wish, however particularly if you are a new presenter, we encourage you to use the template which can be downloaded from the website and can be used in conjunction with this [YouTube video](#), that discusses new methods for science communication.

Please follow carefully the instructions outlined below:

Submitting your poster prior to the conference

- As part of your offer of poster presentation, you are required to submit your PDF poster prior to the conference so it can be part of the poster flip book, and also included in the conference app.
- The hard deadline for submission of PDF posters is: **Midnight Monday 23rd September**
- Please log back in to your abstract submission and use the PDF poster upload button to submit your final PDF poster: <https://app.oxfordabstracts.com/stages/19121/submitter>

At the Meeting - Set up and display

- You will be responsible for printing, setting up and displaying your poster at the meeting.
- Your poster should be displayed for the duration of the meeting and should be ready for viewing by the coffee break at **15:00 on Thursday 3rd October** at the latest, however poster boards will be ready from 08:00 on Thursday 3rd October. Your poster should remain in place until the close of the **final coffee break and poster viewing session which ends at 11:30 on Saturday 5th October**.
- Please check the details sent to you, and/or the programme upon onsite registration at the meeting for your exact poster board number, as well as the location of the posters.
- A display board with your poster number will be provided. The board has a display area of



approximately 90cm wide x 120cm high (A0 portrait). **Posters not fitting within this maximum size cannot be displayed.** Please ensure that your poster has a **Portrait** (not landscape) orientation.

- The boards will be felted, and your poster should be attached using Velcro hook material. A limited supply of Velcro hook fixers will be available onsite.
- **You should also be prepared to give a 2–3-minute oral presentation alongside your poster during your allocated poster walk. You must present your poster in order to be considered for the Barry Kay Award in your category.**

Poster walks are scheduled grouped by topic as follows:

Thursday 3rd October 15:00 – 15:45: Anaphylaxis, Clinical practice, Clinical practice-psychology, Drug allergy, Drug allergy-Penicillin, Food allergy, Gastro-Food allergy, Respiratory

Friday 4th October 10:40 – 11:15: Food allergy, Food allergy (cow's milk, Hen's Egg allergy), Immunology, Aeroallergen immunotherapy, Food immunotherapy, Respiratory, Venom allergy, Equality, Diversity, Inclusivity in allergy, Dermatology-chronic spontaneous urticaria, Dermatology-Eczema

Please ensure that your poster title and authors as stated on the submitted abstract are printed on your poster.

- At the end of the meeting, any posters not removed from the display boards will be disposed of.

****Eligibility for Barry Kay and Education Awards**

To qualify for the Barry Kay or Education Award the **presenting author** must be an '**early career researcher**'. This is defined as an undergraduate student, clinical trainee in allergy or clinical immunology or a related clinical speciality, or any non-clinician within five years of their last higher degree (e.g., PhD, MSc) or qualifying degree who has submitted an abstract.

The **presenting author** must specify if they are an "**early career researcher**" as defined in the criteria above and eligible for a Barry Kay or Education Award.