

BSAS

Guidelines for e-posters

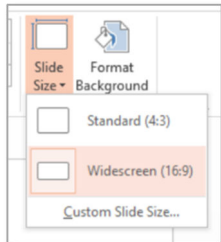
A well designed and presented e-poster is a highly effective type of science communication.

The session

- The e-poster session will be held in an auditorium and controlled by a session chair. The session may be scheduled during a refreshment break or during lunch
- Timing will be strictly enforced - you cannot over-run:
 - You will have **two minutes** to present your research
 - You will have **one minute** for questions
- You can present one Powerpoint slide with no effects of transitions (your 'e-poster')
- With your permission, your presentation will be videoed for your own use on social media and for Society members through BSAS on-demand
- Outside of the session, your e-poster will be available to discuss further with delegates at e-poster kiosks

Your one-slide e-poster

- Only **one slide** and **no transitions or effects** (you will not have access to the pc)
- The digital poster is an aid to help your audience understand what you are saying
- The design features and guidelines are similar to a standard poster:
 - Use a 16:9 aspect ratio (in Powerpoint: Design > Slide size > Widescreen)
 - Divide the poster into sections with clear headings
 - Use photos, graphs or a table if it helps to explain your story
 - Save your poster both in **.pptx** and **.pdf** formats
 - You will find the ability to save as .pdf in the Save as (File > Save as) menu



Your two-minute presentation

- Plan what you are going to say carefully
- Divide your presentation into sections to help tell the story and set a time limit for each. For example:
 - Background
 - Aims / objectives
 - Method
 - Key results
 - Conclusions
 - Application and impact
- Do not talk about anything that is not related to your key message

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Guidelines for e-posters

Keep it simple as time and space is short!

- The best digital posters will present only the key facts
- They should communicate your work in its simplest terms
- If people see and remember your key message you have succeeded
- Your key message should feature prominently at the top of the poster
- Additional details can be provided in a hand-out or through conversations at one of the e-poster kiosks (you can promote this at the end of your presentation)

Presentation tips

- Look at the audience not the projection screen – you will be heard and experience better levels of engagement
- Rehearse your presentation with your colleagues before coming to the conference and ask for their feedback

Technical tips

- Your digital poster should be emailed to us before the conference. **Please send us both the .pptx and .pdf versions of your e-poster**
- Please also bring a copy of your presentation to the conference on a USB stick
- Please use only Powerpoint: we cannot accept presentations created using Apple software or packages such as Prezi.