

IRISH ASSOCATION FOR PALLIATIVE CARE

**24th Annual Education & Research Seminar**

 **Tuesday 11th February 2025**

**Guidelines for Poster Presentations**

Poster:

As this year we are hosting the Education & Research Seminar in person, we will display the poster presentations as they have been in the past If you do not wish your poster to be included in this, please decline the invitation to submit on Ex Ordo.

1. The ***maximum*** poster size is 85cm X 120cm in portraitformat

2. Your poster needs to be designed using the following layouts:

***Research Abstracts***

* *Title, Authors, Institutional Address* (with or without logo)
* *Background:* 3-5 short brief sentences outlining essential information necessary to understand the study and its purpose.
* *Aim(s) and Objective(s) of the study:* the research question(s) or hypothesis(es) clearly and succinctly stated.
* *Methods*: briefly outline how the study was carried out and the data analysed.
* *Findings/Results*: Using graphs or tables briefly illustrate the results of the study providing clear and informative legend.
* *Conclusion:* Many readers concentrate on this section, hence it should be short and easy to understand.

***Case Studies***

* *Title, Authors, Institutional Address* (with or without logo).
* *Background:* Identify the issue the case study/report addresses, why this case is important, current knowledge on the topic, and some indication of the case relevance to practice and research.
* *Case Presentation:* Presenting features of the case(s) and working/differential diagnoses. Brief summary of case(s) history, examinations and investigations.
* *Management and Outcomes:* Details of any treatment/intervention given and a description of the course/outcome(s) of the clinical issue(s) being reported. Description of case(s) outcome. Details of any outcome measures used.
* *Discussion/ Learning Points/ What this Study Adds:* Description of lessons learnt from the case(s) and implications for future clinical practice or research. It is particularly important that the learning points from the case are clearly spelt out.
* *Conclusions*: Identify how the aims have been met.

***Clinical Audits***

* *Title, Authors, Institutional Address* (with or without logo).
* *Background & rationale for audit:* The title should reflect the essence of the audit being presented with reference to the population in question and audit cycle.
* *Aim(s):* Clear and succinctly expressed aims that are specific, measurable, achievable, realistic & time limited
* *Standard(s):* Clear evidence based standards identified & selected for audit. Fully compliant with SMART guidance
* *Methodology:* This should reflect all the appropriate elements for methodology in question.
* *Conclusions, Recommendations and Action Plan:* Conclusions excellently described with logical flow from audit aim(s). Recommendations specific, time limited and plan for re-audit is specified. Action plan outlined which flows logically from specified aim.
* *Results & Re-Audit of Implemented Recommendations:* There should be evidence in the abstract that a re-audit cycle was completed and that implemented changes were examined and a set of new recommendations and action plans are laid out.

 **Quality Improvement Projects**

The abstract review group will base its decisions on the assessment of all abstract reviewers. All abstracts will be blindly reviewed by at least three reviewers taking the following criteria into account:

* *Background & rationale for QUALITY IMPROVEMENTS project (problem to be addressed)*
* Aims and Objectives - clearly stated aims and objectives
* *Methodology:* This should include measures, interventions and analysis of data.
* *Results:* Initial steps of the intervention(s) and their evolution over time including modifications made. Details of the process measures and outcomes. Associations between outcomes, interventions, and organisational elements. Unintended consequences. Observed associations between outcomes, interventions and organisational elements.
* *Originality of Project*
* *Contribution to Palliative Care practice/policy* – all abstracts should demonstrate a contribution to palliative care practice or policy
* *Conclusions, Sustainability, Next Steps:* How far did the QUALITY IMPROVEMENTS project go to address the identified issue. Usefulness of the work, sustainability, potential for spread to other contexts, implications for practice and for further study in the field, suggested next steps.
* *Contribution to Palliative Care practice/policy* – all abstracts should demonstrate a contribution to palliative care practice or policy

**Tips for Posters:**

**Getting Started**

* Posters will be viewed from a distance thus key message should be readable from 2-3 metres
1. Poster should focus on presenting the main message from your project or research.
2. The poster should be in **portrait** design in a ratio of 85cm X 120cm (widescreen)
3. Posters must be one page and should be professionally printed. The poster must be in the following proportions as A0, A1, A2, A3, or A4 so that it will easily print on an A4 sheet.
4. Consider the visual appeal of poster (e.g. format, colour, graphics) more influential for knowledge transfer than actual content , free templates readily accessible online.
5. Avoid excessive text, no more than 1,000 words in total  (Title 70 – 100, Sub headings 32-40, Main text 24-32) to allow reading from a distance
6. Recommend fonts: “sans serif” fonts such as Arial, Calibri, Century Gothic, Helvetica, Tahoma and Verdana.
7. Design the individual sections of your poster so that they can be quickly read – avoid large blocks of text and long sentences
8. Utilise bullet points or numbering to divide up blocks of text
9. Where possible, replace text with pictorial representation e.g. graphs, charts, tables, diagrams, photos to show complex information visually
10. Aim for approximately 50/50 ratio of graphics to text
11. Allow negative areas or empty space to give your poster room to ‘breathe’
12. Ensure all charts, tables, diagrams have a label & reference them within body of text
13. Avoid graphs or charts in three–dimensional format
14. Minimise use of legends on diagrams or charts
15. Ensure all charts, tables, diagrams have a label & reference them within body of text
16. When transferring charts or graphic images from other document to poster template, use INSERT function rather than copy & paste to ensure formatting preserved
17. Ensure the poster follows a logical flow using suggested sub headings
18. All authors must put their posters up at the beginning of the seminar and are responsible for taking the poster down at the end of the seminar. There will be dedicated viewing time for posters during the seminar.
19. Each poster will be provided with a number in the seminar booklet.
20. You will be provided with this number in advance of the seminar. Please ensure that your poster is placed beside its appropriate number.
21. Materials for mounting your poster will be provided at the seminar.
22. Plastic Pockets will also be available beside your poster should you wish to have A4 copies of your poster available for delegates (it is your responsibility to bring these A4 copies).
23. All images or photos should have a resolution of at least 150-300 dpi to avoid blurring when enlarged
24. Avoid internet images – copyright issues & frequently poor resolution

**Presenting & Defending your Poster**

* Be present at your poster at the designated times – if applicable.
* Present additional material e.g. A4 copies of poster, business card.
* Ensure e-mail address or institution contact details on poster itself
* Be open to engagement - smile, body posture, eye contact
* Allow individual to scan & read poster 1st before inviting comment
* Do not overstate results
* Prepare for questions & consider provisional responses
* Thank individuals perusing poster for feedback, comments and suggestions
* Follow up on requests for further information or collaboration

**Any queries please contact Cathy at** **ADMIN@IAPC.IE**

**#palcaresem25**