

RCN Education Forum National Conference 2025

Poster guidelines

If you are presenting at the conference, please take a few minutes to read the below to ensure you understand what is required of you and that you get the very best out of your time.

Conference programme

Alterations may be made to the programme affecting the time and location of sessions. To keep up-to-date with developments within the conference programme, we suggest that you check the conference website regularly: www.rcn.org.uk/ED25

Registration

All presenters need to register for the conference in order to be eligible to present. As the main presenter you are responsible for co-ordinating the registration of your co-presenters in addition to yourself. Those not registered by **Monday 10 February 2025** are at risk of having their details removed from the programme.

Please note only the named main presenter and one additional named co-presenter will qualify for the speaker rate. Please ensure you provide your abstract number when you register.

Posters

- Posters form an important part of the conference programme, you will see that time has been allotted in the programme for all delegates to view.
- Your poster will be displayed for **one full day** of the conference as scheduled in the conference programme.
- You are required to stand by your poster during breaks as delegates will want to network and engage with you.
- A prize for best poster will be awarded for day 1 and day 2 posters as voted by the delegates via the conference app.
- A poster board will be provided for you on arrival to the conference. When picking up your conference materials you will be given a poster number which relates to your allocated space to display your work.
- Please bring enough Velcro (hook) to attach your poster to the board.
- You are responsible for displaying your poster and taking it down at the end of the conference.
- If you would like to display leaflets, notices etc. on your board you are free to do so but we ask that all information is attached and confined to your poster area only.

Poster Dimensions

- The poster should be printed and displayed as portrait.
- The preferred poster size is:
 - AO
 - 32.7 x 45.4 inches
 - 83.0 x 115.4 cm
- Please ensure your poster does not exceed the poster board dimensions; 1m wide x 2m high.

Poster Prizes

We will be awarding best poster prizes, for day one and day two of the conference, as voted for by conference delegates.

**** New for 2024****

In addition to your physical poster, we are offering poster presenters the opportunity to send an e-poster in .pdf format for the conference app. To submit your e-poster, simply login into your [Exordo account](#) and upload by 21 March 2025.

Poster Tips

- Posters should be as visually stimulating as possible. You may wish to use different colours to emphasise or to differentiate.
- Think about the message you are trying to convey and how it can be presented.
- Try to include illustrative examples where possible.
- Don't overwhelm people with too much information; ensure all the information is relevant to the subject and doesn't take too long to read
- Ensure all diagrams and pictures are labelled

Frequently Asked Questions

1. How long will my poster be displayed for?

Your poster must only be displayed on the day that has been allocated to you. You are responsible for putting up and taking down your poster.

2. Am I required to stay by my poster at all times?

You are advised to stay beside your poster during the allocated viewing times in order to engage with delegates and answer any questions they may have about your work. Feel free to add any contact details to your poster if you are happy for delegates to contact you during or after the event. You must be by your poster for the morning break and last 30 minutes of lunchtime. Poster voting will close at the end of the afternoon refreshment break.

3. Does my poster have to meet the above dimensions/is there a minimum poster size?

Posters should be at least A2 portrait although we strongly urge you to make it as

visible as possible. It does not need to fit the exact dimensions but it must **NOT** exceed the maximum size.

4. Can my poster contain photographs?

Yes although you will be required to obtain permission from the owner (if it is not yourself) and any people featuring in the photograph.

5. How many images should I have on my poster?

The content of your poster is at your discretion although we advise you to make your poster as visually stimulating as possible.

6. What happens to my poster after the conference?

You are responsible for putting up and removing your poster at the end of the day. Posters still up after the conference finish will not be kept so please ensure to take it down before you leave.

7. How do I fix my poster to the board?

The poster boards are made out of felt and posters should be attached to them by Velcro (hook) or drawing pins. Presenters are responsible for bringing these to attach to the board.

8. What material should my poster be/ does my poster have to be printed?

There are no rules regarding poster materials. You may wish to construct your poster yourself or have it professionally printed in which case please remember to leave sufficient time to have this done.

9. What language should the poster be presented in?

Your poster must be in English.

10. Can my poster be landscape?

No, poster will need to be portrait in order to make as much use of your allocated space as possible. If for any reason you feel landscape would be more suitable for your poster, you can present it as so as long as it is within the maximum dimensions.

11. Will information on my poster appear in the conference brochure?

Yes; lead presenter and poster details will be listed in the brochure which will be made available to delegates on the day of the conference.

If you have any queries, not answered here please get in touch via education@rcn.org.uk always quoting your abstract reference number for a response.