

Take your time – plan early, carefully and explore different options – do not be afraid to experiment – practice a 30 s and 2 min presentation of your research poster – enjoy yourself!		Done ✓
1	Check the author instructions for size and format before you start. Use the biggest format they allow	
2	Title: Keep titles short, meaningful and designed to attract attention.	
3	Fonts: If you are unsure of your font sizes, print samples (see Chap. 7) and view from different distances. Aim for a continuity of font style and application	
4	List authors as per author guidelines. Include titles, degrees etc. only if required.	
5	List affiliations briefly. Consider an institutional logo, or even a QR code that links to an appropriate web page.	
6	Follow the desired formatting of the event (e.g. IMRAD). Use your own sub-headings to signpost the work from beginning to end.	
7	Start: State your problem or issue clearly. Outline the context, then state what the work sets out to do.	
8	Keep all methodologies brief and to the point.	
9	Use bullets, diagrams and spacing to break up text. Give important points their own space. You can always provide further detail in your explanations, or in supplementary material or a short paper for delegates to take away.	
10	Present only a summary of your main findings, or those that are most noteworthy. Present them clearly and use illustrations/diagrams where it helps clarify the point.	
11	Show clearly what your findings mean, and how they offer a solution (or not) to the problem you set out to solve.	
12	Identify the next steps that need to be taken, or what your findings mean for current practice. Highlight what you have achieved through your research.	
13	Offer supporting references only briefly – you can include more detail separately as supporting information.	
14	Give your contact details on the poster. Include a QR code that links to your institutional or professional webpage. Consider business cards of your poster (Chap. 11)	