



**10th World Conference on Injury  
Prevention and Safety Promotion  
21-24 September 2010  
Queen Elizabeth II Conference Centre, London**

## **POSTER GUIDELINES**

### **Conference Registration**

The poster author(s) must be registered to attend the conference for their poster to be shown – it is not possible to send the poster with a colleague.

### **Poster Dimensions**

Total poster size should be equal or smaller than 2340 mm in height and 950 mm in width. Within this space you can link as many or few posters as desired, portrait or landscape, so long as the total area does not exceed the dimensions of the poster board.

### **Production**

Please prepare your poster on paper or lightweight cardboard. Very large posters are heavy so if you wish to display more information, we recommend that you divide your information into smaller posters and/or use handouts.

The organisers will not have access to reproduction or graphic design facilities.

### **Transport**

All materials must be prepared prior and transported to and from the venue by the author. It will be possible to send the poster directly to the conference venue, to arrive no earlier than Monday 20 September. The poster must be labeled very specifically and can only be accepted for delivery on 20<sup>th</sup> September or after. We will advise full labeling details nearer to the conference date.

### **Poster Location**

Poster board will be provided by the Safety 2010 organisers. Tables, chairs and power will not be available to accompany your poster presentation. The poster boards will be situated in the Elizabeth Windsor & Mountbatten Lounge and within the Pickwick Suite. We may also utilize further areas as required.

### **Poster Session Timings and Set Up/Collection**

There will be three poster sessions.

Poster Session One on Wednesday 22 September  
Poster Session Two on Thursday 23 September  
Poster Session Three on Friday 24 September

Set up of posters will be from 8.00 am on the relevant day. Posters must be in place by 9.00 am at the latest. Posters must be collected at the end of that day between 6.00 – 6.30 pm. Otherwise we will remove and dispose of them.

It is your responsibility to put up and remove your poster at the specified times.

Each poster board will be marked by a poster number. Please put up your poster at the assigned position as will be advised in advance of the conference.

Posters should be attached with pins or Velcro only. We will have spare fixings available.

Delegates are not required to stay with their poster throughout the conference, however you may wish to be nearby at certain points during the refreshment and lunch periods in case delegates have any questions.

## **Planning Your Poster**

All posters must be written in English. Your poster should be self-explanatory, so that viewer will be able to comprehend the scope of your work from the content of the poster. We recommend that you:

1. Keep it short and to the point.
2. Make it visual rather than too much text.
3. Aim to give people an overview of the subject.
4. Provide a contact address/details for those that are interested.

## **Heading**

The title of your paper and the author or authors' names and where you work should be printed at the top of your poster. Letters should be at 2.5 cm high and be well contrasted with the background. The title should give a clear indication of the poster's content but at the same time be rapidly read and stimulate interest. Make sure the title indicates the widest applicability of your work and does not contain too much technical jargon.

## **Text**

Typed print is recommended. Print size should be no smaller than 1cm (24 point). Do not print your poster in all capital letters, as it is hard to read.

## **Additional Notes**

An author's picture next to the title often helps participants who have never met the poster presenter to easily find him/her - whoever is available at the conference to answer questions about the poster. We also recommend that you include your contact details on your poster.

If you want to make available copies of your poster or handouts, you can provide them (A4 size maximum). There will be no table but these can be placed on the floor by the poster. Please note that you must prepare and bring any handouts with you if required.

If you have any further questions please contact [info@safety2010.org.uk](mailto:info@safety2010.org.uk).