



How to Prepare a Poster for BDA Events

The guidelines below are aimed at presenters who may have little or no experience in producing a poster for a scientific meeting.

The maximum size for your poster should be A0 (84 cm x 119 cm) and portrait; landscape is not acceptable at BDA events. Check if adhesive, velcro strips will be available for you to attach to your poster to the display boards, if not bring adequate amounts for the poster. At other meetings, check with the organiser how posters should be displayed.

- The poster can be printed on sheets of A4 paper, on larger pieces of paper or one big piece of A0. If you plan to use the poster again it may be a good idea to get it laminated, but this can be expensive. It is up to you how you use the space allocated but if the poster is larger than A0 there may not be room to show it.
- Give the poster the same title that you gave your abstract (unless the reviewers suggested an alternative). The title should be in lower case with capitals only used for the first letter of the first word. The poster can be produced using a computer package such as PowerPoint for Windows (Microsoft). Articles on producing a poster for BDA events are published in Dietetics Today and are available on the BDA member's site. There is a lot of help and advice available on the Internet which offer comprehensive advice regarding constructing a poster for presentation at a scientific conference.
- Make the letters of the title at least 2.5 cm high (approximately 90 – 120 font) and the other text at least 1 cm high (approximately 50 font).
- Under the title, give your full name and those of any co-authors. Remember to ask them for permission first. If this is research undertaken as part of a degree course you must consult your academic supervisor and ask their permission to include them as coauthors. After the names, give your affiliation (department, hospital or university etc). If you have moved position since undertaking the work, give the affiliation of the place where the work was carried out. If you wish, you can add your present address or position at the bottom of the poster.
- The poster is usually broken down into Background, Methods, Results, Discussion and Conclusion. Each heading should have only one or two brief paragraphs of information underneath.
- Key references should be cited in the text and details given at the end of the poster. It is acceptable to present these in smaller font size than the rest of the poster if you are short of space. The references must be cited and listed according to the style used in the Journal of Human Nutrition and Dietetics. Further details can be found on the journal web site <http://www3.interscience.wiley.com/journal/117979034/home/ForAuthors.html>

- Be brief, be concise and try not to clutter the poster with many words - you are trying to get across one or two major points about your project and you will not be able to describe everything in detail. Using bullet points may help. If you have diet sheets, questionnaires or other examples of assessment tools bring them along but don't try to put them in the poster. They can be pinned underneath or displayed in a pocket - bring along any additional material you might need to fix this.
- Use graphs, simple tables and photos or pictures to break up large pieces of text but remember that readers are unlikely to study very complex visuals. Different colours can help make the poster look more attractive but don't over do it - try to get a balance between producing something attractive but which still looks professional.
- If your poster has to be rolled up in order to transport it to the meeting, you may find it helpful to buy or borrow a large plastic carrying tube. These are generally available from art shops.
- The opportunity to present your poster during the poster session will give you useful feedback on your research and give readers a chance to talk to you if they find your work particularly interesting or have any questions. This is often a great opportunity for networking.

After the meeting, remember to take your poster home with you - a lot of hard work went into producing it and hopefully you will be able to display it again at future meetings. Even if it isn't used again at a meeting, think about displaying it at your place of work so that other colleagues or visitors have an opportunity to appreciate your achievements.

Note: Instructions for posters vary with different scientific meetings, particularly the size allocated. If you are preparing a poster for a meeting organised, for example, by the Nutrition Society, their guidelines should be followed.

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