

Research Bites

Guidelines for producing a scientific poster (research projects)

Introduction

Congratulations on being accepted to present a poster during the annual BVNA Congress! Your important work is helping to produce the evidence base for the practice of veterinary nursing.

These guidelines aim to help you produce a scientific poster which is suitable for presentation. In order to ensure your poster is fit for display, it is very important to ensure you follow these instructions.

Good luck, and we cannot wait to see your poster on display!

Poster size and orientation

The BVNA requires all posters to be:

- Size: A0
- Orientation: Portrait

We recommend using PowerPoint to generate your poster. In order to change the slide size:

- Click 'Design'
- Click 'Slide Size', then select 'Custom slide size...'
- Under the 'Slides sized for:' dropdown, select 'Custom'
- Width: enter 84.1cm, or 841mm
- Height: enter 118.9cm, or 1189mm
- Orientation: ensure Portrait is selected
- Click OK.

Alternatively, you can download BVNA's **Scientific Poster Template** to help you, available via the BVNA website. We also recommend following this template for other formatting, such as font/colour scheme – unless your institution determines your poster design.

Before you begin:

- Check with your institution (usually a university) before starting. Some institutions have strict rules and will expect you to use their own poster template or insist that their logo is used in a particular way.
- Check that ALL AUTHORS are happy with the final poster draft before submission to BVNA. This is good scientific practice (and also ensures that several people proof read the work before expensive mistakes are made).
- Set the poster size and orientation BEFORE you start to design your poster.
- Posters are a visual way of presenting your work. Therefore:
 - Your poster should be aesthetically pleasing and easy to understand.

- Remember a picture tells a thousand words. Write succinctly, and where images can tell the same story, use them! (Remember to check copyright for the images you wish to use, and reference as appropriate).
- Most people make a decision as to whether to read a poster or not in the first few seconds, so your poster needs to attract them quickly!
- People tend to read a poster from 1-2 metres away, so make sure your font size is large enough. Suggested font themes:
 - Title: 85pt
 - Headings: 36-44pt
 - Text body: 24-34pt

What information do I need to include?

- **Title**
- **Author names and affiliations**
- **Contact details** (e.g. email) of the primary author (probably you!)
- **Photograph** (next to the title) of the author presenting the research
 - This is optional, but will let Congress-goers easily identify you if they'd like to come and speak to you about your research!
- **Introduction** – background, research aim/questions
- **Methods** – if parts of your methodology can be explained easily using images, then consider doing so
- **Results** – if the results can be depicted using figures, graphs, tables – then do so
- **Conclusion** – key conclusion/s, possibly a short discussion and/or suggestion for further research
- **Acknowledgements** – not always needed, but if you had extra support from people who are not authors, who carried out the research at a different institute to one the authors are affiliated to, or had funding to support your research – then it is courtesy to thank them here.
- **References** – any citations must be referenced in this section. Some people leave out the title of the research paper/article to make this section shorter (if so, please still provide authors, date of publication, journal name, volume [issue] and page numbers).

For some examples of scientific posters, check out the following link:

<https://www.mc.vanderbilt.edu/root/vumc.php?site=evidencebasedpractice&doc=39575>

You should send a PDF of your completed poster to the BVNA Office (bvna@bvna.co.uk) by no later than **Friday 11th September**, in order that we can arrange printing of your poster prior to the Research Bites event. It is vital that the poster is sent in PDF format, in order to ensure it appears as you intended!

If you opt to deliver a verbal presentation to supplement your poster display, please refer to BVNA's **Guidelines on Producing a Presentation** for further details.

Please note:

- If your abstract submission is shortlisted, you will be invited to the Saturday of BVNA Congress 2020, and asked if you would like to deliver an oral presentation alongside your poster. You will receive notification of this decision by **Friday 31st July 2020**. Your abstract will also be published in the VNJ.
- If selected for presentation, you will be required to submit a PDF file of your poster, and a PowerPoint file of your presentation (if applicable) by **Friday 11th September 2020**.
- Your poster will be displayed within the exhibition throughout BVNA Congress 2020, and you will deliver your oral presentation (if applicable) on **Saturday 10th October 2020**.

All successful applicants will receive free registration to BVNA Congress on Saturday 10th October 2020, and will be able to access a wide variety of lectures and the commercial exhibition. All applicants are required to attend the Research Bites event where abstract presentations will commence (regardless of whether presenting or not).

For more information, please do not hesitate to contact Charlotte Bullard (BVNA Education Manager) at charlotte@bvna.co.uk.