

Alltech-Hartpury Conference - Guidelines for Speed Poster Presentation

Posters will be displayed during poster session slots throughout the course of the day. Your speed presentation will be held during one of the two poster viewing and refreshment sessions: either morning or afternoon. **Please bring your printed poster with you on the day**

The poster should include the following sections although details may vary slightly depending on the nature and stage of the individual research project:

Posters must be produced in **portrait (A1)**, ideally using either PowerPoint or Publisher.

Content Guidance

Title: The title should be descriptive, specific, and concise and should be the same as submitted on the abstract. All authors (surname, initials) should be listed, this must include the dissertation supervisor as a co-author in the production of the poster. Any affiliations must also be included; ideally through inclusion of the logos of those affiliations.

Introduction: This should give the background to the work and should close with the study objectives.

Material & Methods/ Methodology: These should be clearly reported, and all methods used should be stated, including the sample size and inclusion criteria. Appropriate data analysis techniques should be discussed. Illustrations to support this section are welcomed where appropriate.

Results: This section must: include all relevant descriptive and statistical results (where appropriate), reflect the methods previously described and provide sufficient evidence to support interpretation. Please use 2dp and be accurate and consistent with unit use. Appropriate visuals (e.g. tables and figures) to support this section are encouraged. All visuals should be numbered and titled appropriately; table legends above and figure legends below the visual.

Discussion & Conclusions: These should reflect accurately the data given in the Results section and should provide a sound interpretation of the findings.

Application to Industry: This short section should highlight clearly how the authors interpret that these results can be applied into industry in either the short or long term.

Acknowledgements (if applicable): Please acknowledge any party (other than that of the affiliated institution) that has *funded or contributed financially to the study*.

References: Please reference, in full, any citations given in the preceding text using the Harvard system of referencing. It is recommended that no more than three references be used. Students may wish to consider the use of a QR code to a shared reference list document to save space.

General Formatting Guidance

- Posters must be produced in A1 portrait, ideally using either PowerPoint or Publisher.
- Select a legible Sans Serif font. Recommended fonts include Calibri or Arial.
- The title should be larger than the rest of the text.
- If using PowerPoint, only ONE slide per poster, or Publisher, only ONE page per poster.
- Graphs and images can be incorporated into your poster.
- All posters must be submitted in English.
- Organise your poster sections in a logical order so that readers can follow your poster content.
- The printed posters should stimulate discussion, not give a long presentation. Therefore, consider carefully the text included, emphasise graphics, and make sure every item in your poster is necessary.
- Space your information proportionally: divide your poster either horizontally or vertically into three or four sections and place your materials within those spaces, like the layout of a magazine.
- When choosing a background, remember that neutral or grey colours behind the text will be easier on the eyes than a bright colour.
- It is recommended that you use your *institution's template* where possible; your supervisor should be able to provide you with this.
- Practice: you are presenting to an audience of your peers in a professional capacity – your presentation style and manner should reflect this.
- Run through the speed presentation with your supervisor: they can help ensure both the poster and verbal information is accurate prior to the conference.
- Please ensure your speed presentation keeps to the allotted time; 3 minutes (maximum) for the presentation, 1-2 minutes for questions and answers.

Please email alltech@hartpury.ac.uk with any queries.