

Rob Clarke Awards: Poster Presentation Guidelines

If you are invited to present a poster at the Rob Clarke Awards, you are strongly advised to read the following guidelines.

At the conference, two groups of judges will visit your poster and ask you questions about your project, so you will need to be prepared to engage in a discussion about any aspect of your work. The judges will only have a short space of time so it is vital that your poster is clearly laid out and easy to understand. Don't forget that a poster communication is primarily a tool for you to discuss your research with others, and that yours may be among hundreds of others at a conference in future. You can use the discussion to verbally fill in any gaps or add more detail regarding a specific element of your project.

Your poster should contain enough information to give the judges a good overall understanding of your project and should include:

- Project title
- Your name and institution – only one author is permitted in the Rob Clarke Awards, all other collaborators should be listed under 'Acknowledgements'
- Introduction, which should set out your research question
- Materials and methods/experimental procedures
- Results
- Discussion
- References
- Acknowledgements *e.g.* funding sources, other collaborators

Dimensions

The dimensions of your poster must be standard **A0** (841mm x 1189mm) and **portrait** orientation.

Banner heading

Your poster should have a banner heading that spans its full width and includes your project title, name and institution. You can also add your institution's logo here, along with any logos of funders *e.g.* The Physiological Society, if your project was supported by a Summer Studentship.

Text and font

Text should be concise and broken down into blocks to make the poster easier to read. There is no word limit but, as a guide, 400 words should be sufficient to summarise the entire project.

The project title must be easy to read from a distance of several metres. It should be in bold sans serif font (*e.g.* **Arial**) with 96pt characters.

Your name and institution should be in the same font as the project title but smaller *e.g.* 72pt. These should be placed next to your project title.

Headings (i.e. Introduction, Methods) should be in bold sans serif font (*e.g.* **Arial**) with 48pt characters.

The main body of the text, including figure legends, should be in sans serif font (*e.g.* **Arial**) with 28pt characters.

Text such as graph axes, labels on photomicrographs etc., should normally be sans serif font (*e.g.* Arial) with 28pt characters. The key thing is that it must be legible from a distance.

Figures and tables

You are encouraged to use diagrams to illustrate methods/procedures if this reduces the text. Any images should be inserted, not simply copied and pasted, and should be in high resolution wherever possible. As a general rule, it is recommended that:

- no more than six figures or tables are displayed
- graphs contain no more than three curves
- tables contain no more than 30 values

References

Your poster must include a list of references to indicate the sources of information that you cite within the text. The format of each reference will vary according to the type of source used.

Examples of how to cite and write references are provided on the [Imperial College London website](#)

Background

To ensure clarity, the poster background must be a solid colour (including white) and must not include a pattern or image. Choice of colours elsewhere is up to you but legibility is paramount: colour clashes (*e.g.* green text on red background) should be avoided.

Printing

You are strongly advised to print your poster as a single A0 sheet of paper. One way to achieve this is by creating an A0-sized PowerPoint (or similar) slide by changing the width and height (in Page Setup for PowerPoint) to 84.1cm and 118.9cm respectively. You should be able to find A0 printing facilities at your University or, alternatively, online. Make sure you leave plenty of time ahead of the conference to arrange printing.

Bringing your poster to the conference

You are advised to bring your poster in an A0-sized cardboard postal tube to minimise any potential damage in transit. These are available in many major office product suppliers such as Amazon. Poster boards and Velcro tape will be provided for you to display your poster on the day of judging.

During the poster judging

At a typical conference, visitors will casually stop by your poster to chat about your work and share any relevant research of their own with you. They may have seen your abstract already in the programme and planned to speak with you, or your poster may have caught their eye as they walked past. It is usually a very informal and friendly conversation. In the same way, the Rob Clarke Award judges will stop by your poster and start up a conversation.

Introduce yourself first and wait for their first question before diving into any details regarding your project. You may find it useful to prepare a 2-3 minute summary of your poster, in case the judges ask for this, but they may start with an observation on one of your figures instead – so be prepared for a conversation and any interruptions while you're speaking.

The judges will be looking for:

- a clear background to the research project in your poster
- a well-organised poster that is easy to follow and legible
- clear, concise and knowledgeable answers to questions
- evidence that you understand all your poster and have some knowledge beyond your project including any applications
- evidence that you conducted a significant part of the work *e.g.* you played a role in designing the project

[More top tips on poster presentations](#)

Above all, we hope you will enjoy the experience and make the most of your time at the conference by attending other sessions and following up with any contacts you make after the event.

Good luck!