CSP Annual Conference #Physio23

Poster Guidelines

Overview

We are pleased to invite you to submit a poster for the CSP Annual Conference 2023. All abstracts including poster abstracts will be published in the *Physiotherapy* journal as a conference supplement.

The CSP Annual Conference 2023 is a hybrid conference held as a series of one day events: Student (24th October), Wales (26 October), England (1 November), Northern Ireland (7 November), and Scotland (10 November). All posters will be digital ePosters and accessible by anyone attending any of these events, in person or virtually.

All delegates will be able to:

- View posters in-person onscreen at venues or via the poster system online.
- Access pre-recorded audio or video presentations on ePosters, where added.
- View posters by theme, author, or title in alphabetical order.
- View posters for three months following the conference.
- Leave comments on the poster or email the presenter.

This year we are asking poster presenters to:

- Attend one conference in-person.
- Engage with delegate comments and emails for at least the three-week period surrounding conference (24th October – 10th of November).

Key Points

1. You will receive a link and a login code to the ePoster upload system per abstract.

2. Your poster is expected to communicate the same information as your abstract, adapted to a poster format e.g., adding images, charts, graphs, summarising points.

3. Refer to your **Abstract** for submitted information. You can access a copy of your submitted abstract here: https://csp2023.abstractserver.com/submission.

4. Design your poster as one slide, using the **mandatory template**.

5. Submit your poster by **23:59 on Sunday 24 September 2023***
   *Posters submitted after this deadline will not be part of the poster competition and may not be accepted to conference.

Using the Mandatory Template

The template can be downloaded from the ePoster upload system:
https://csp2023.abstractserver.com/eposter_upload/#/poster/1/dynamic/1

Please click on the tab 'templates'. This will download a PowerPoint template, which you can find at the bottom left of your screen. This will be saved into your downloads folder on your computer or device. Alternatively, you can open the file and save it in a designated folder.

Please choose one slide (select the template slide with your location). Each template has been designed to be consistent for the title area across all posters. You are free to design the rest of the content and layout as you wish.
Please note that the specifications for the posters are:
- Orientation: Landscape, 16:9 format
- Single slide (PowerPoint preferred)
- The file size must not exceed 10 Megabytes.
- File formats: .ppt, .pptx, .pdf

The poster templates are also available at: https://www.csp.org.uk/conference-speaker-resources

ePoster Format

1. All posters must be in English.

2. A poster should be self-contained and self-explanatory, allowing viewers to proceed on their own. Presentations should be kept simple and clear, and a mixture of text and illustrations is recommended. The poster should relate to your abstract.

3. Layout. Consider using the sections from your abstract. Arranging material in columns rather than rows is often preferrable. It can be easier for viewers to read a poster by moving along it, left to right rather than 'zig zagging' back and forth. In this way the introduction would be placed at the upper left, and conclusion/ implications at lower right.

4. Text. Minimise narrative. Numbers or bulleted lists are an effective way to convey a series of points or use short, separated paragraphs. Avoid large blocks of unedited text and/or setting entire paragraphs or lists in uppercase or bold type.

5. Please include a contact name and email address for questions.

6. Remember to caption your poster with the abstract title and number, authors names and affiliations. Include the following if applicable:

- References, but keep them to a minimum, or add via a link/QR code.
- Acknowledgments to sponsors and funding organisations.
- Ethics approval, stating number or committee/body that granted it.

7. Illustrations. You are welcome to use images, figures, graphs, tables. They must be embedded in your file. Each should have a heading, with any additional essential information in a legend. Photographs should have good contrast and sharp focus.

8. Ensure you own the copy-right for any images or that images are copy-right free. Do not use identifiable people without their consent. This is against General Data Protection Regulations and you will be the responsible party.

9. The use of colour makes the poster more effective and attractive, but please consider accessibility for viewers when choosing colour schemes.

10. Titles and Fonts should be easy to read. Only use the following fonts: Arial, Helvetica, Calibri, Verdana, Symbol, or Times New Roman. If you must use other fonts e.g., corporate fonts, you must upload the ePoster in PDF format with the font embedded.

11. Do not use any animations. Only the final status per slide will be visible.

12. Posters which do not conform to these guidelines might not be displayed if they cannot be uploaded onto the viewing platform.

Audio and Video Recordings

You may also upload an audio OR video file if you wish. Please note that this not mandatory. If you wish to upload an audio or video presentation you will need to upload this separately, at the same time as uploading your PowerPoint slide via the ePoster upload system.
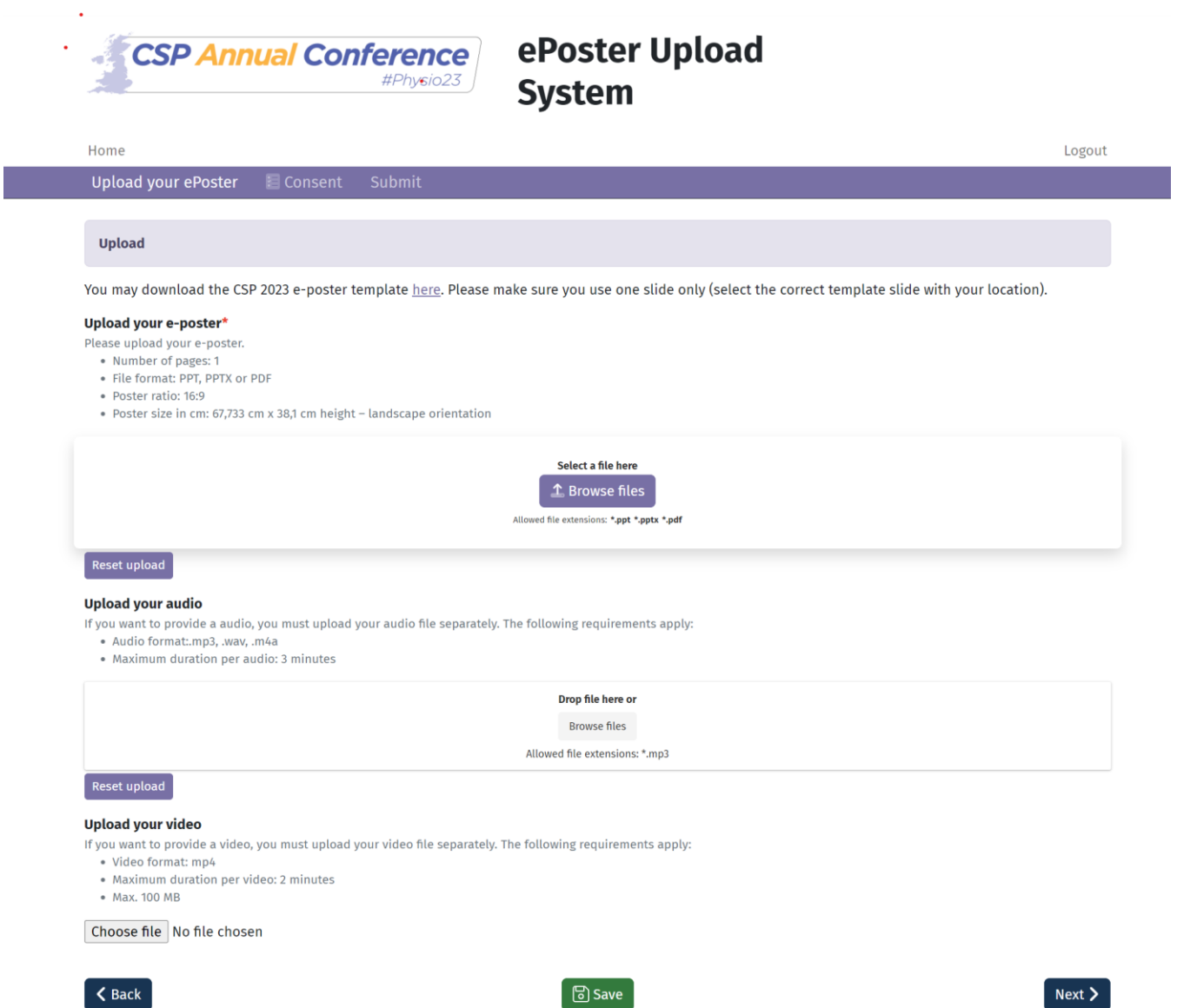
Audio format:
- Maximum duration 3 minutes
- .mp3, .wav, .m4a

Video format
- Maximum duration 2 minutes
- .mp4
- Max 100 MB

Submitting your ePoster

1. When you are ready to submit login to the ePoster Upload system:
    https://csp2023.abstractserver.com/eposter_upload/#/poster/1/dynamic/1

2. Click the upload button to view the below screen. Here you can upload your files.

3. Once done, press 'next' which will bring you to the consent page. Toggle the button (bottom left) to green to agree and press 'next' (bottom right).

Poster Engagement

Poster presenters are requested to reply to emails sent by delegates during the conference. Delegates can send an email through the viewing system. They cannot see your email address unless you add it to your poster, however if you reply to their email, they will be able to view your email address.

Best Poster Competition

All posters will be entered into a competition. Awards for best poster and runner-up will be given at each event.

After the Conference

The poster system will remain open for three months following the conference to allow extra time to view conference content to support continued professional development.

Deadline

Submit your poster by **23:59 on Sunday 24 September 2023*** by logging into the ePoster upload system and uploading: https://csp2023.abstractserver.com/eposter/#/home

> *Posters submitted after the deadline will not be part of the poster competition and may not be accepted to conference.

Questions

If you have any queries, please read first read the FAQs on the webpage https://www.csp.org.uk/conference-speaker-resources or email us at conference@csp.org.uk.

External Guidance and Resources

There are many resources available online that you can use to help you design your poster. The following provide content design advice, however, please note all posters for display at the CSP Annual Conference must adhere to the guidance given in this document.

Council for AHP Research
https://cahpr.csp.org.uk/content/cahpr-top-ten-tips

University of Liverpool
https://www.liverpool.ac.uk/media/livacuk/computingservices/printing/making-an-impact-with-your-poster.pdf