



24<sup>th</sup> – 26<sup>th</sup> August 2026, Kampala, Uganda

## GUIDELINES FOR POSTER PRESENTERS

### Poster display

**Poster panel size:** The display area for each poster on the panel of the poster board is 960 mm wide and 2400 mm high. Please ensure that your poster fits in this area.

**Poster size:** We recommend that you print your poster A0 size in portrait format. If you use MS Power Point® to create your poster, setup the page size to width 840 mm and height 1200 mm. Please note posters that are landscape or of any other size cannot be displayed on the boards.

**Poster set-up at conference:** Posters will be displayed throughout the conference in the Victoria Ballroom Exhibition Hall. Posters should be put up on Monday 24<sup>th</sup> August from 8:00am and removed at the end of the last session on Wednesday afternoon, 26<sup>th</sup> August 2026.

**Poster panel allocation:** A numbered panel will be allocated for each poster, according to the number assigned to your poster presentation on the academic programme. A member of the organising team will also be available at the conference to provide your poster panel number.

**Fixing of posters:** Poster boards have a smooth, hard surface. Posters can be affixed using double-sided Velcro tape, which will be provided.

**Poster presentation at conference:** Poster presenters will each have at least a four (4) minute oral presentation time slot during the scheduled poster sessions. Poster presenters should ensure that they stand by their posters during tea and lunch breaks to be able to field questions posed from the conference attendees.

**Information:** You may want to have hand-outs (A4-size) of your poster and business cards available in case people want to contact you about your work.

## Poster production

### General:

- A poster should be self-contained and self-explanatory. It should quickly orient the audience to its subject and purpose and should have a clear message and a logical layout.
- Aim to use your poster as a means for generating active discussion about the topic.
- Presentations should be kept simple and clear and a mixture of text and graphics is recommended.
- Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

### Poster layout:

- Arrange materials in columns rather than rows. It is easier for viewers to scan a poster by moving along it rather than by zigzagging back and forth in front of it.
- Design individual sections so they can be read quickly, avoid large blocks of text and long sentences.
- Organise your poster with the starting point at the top left corner and ending at the bottom right corner. An introduction should be placed at the upper left and a conclusion at the lower right.
- Limit the text and use visuals to 'tell the story'. Numbers or arrows are sometimes added to guide the reader through the sections.
- The abstract does not need to be presented on the poster.

**Sections of the poster:** Posters normally have the following sections:

- Poster title
- Authors' names and affiliation
- Contact details of the corresponding author
- Body (as appropriate to the type of presentation)
- References (not always included)
- Acknowledgements

Research Projects
<ul style="list-style-type: none"><li>● Introduction / background</li><li>● Objectives</li><li>● Methods (include study design)</li><li>● Results</li><li>● Recommendations and conclusions</li></ul>

### Illustrations:

- Tables, graphs and photographs are good ways to display your results.
- Ensure they are clearly labelled and can "stand alone" e.g. Figure 1: Patient distribution by disease.

- Photos should be of sufficiently high resolution. Information about permission / consent to use the photograph should be contained in a legend at the bottom of the photograph.
- Present numerical data in the form of graphs, rather than tables (graphs make trends in the data much more evident).
- If data must be presented in a table format, keep it simple and use a font size which is large enough.
- Integrate the text and the visuals, by numbering the figures and tables consecutively according to the order in which they are first mentioned in the text.
- Avoid the use of abbreviations and acronyms, if possible.

**Text:**

- Minimise narrative. Use short, separated paragraphs.
- Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.
- Make sure there is good contrast between the colour of your font and the background.

**Fonts:**

Make sure your font size is large enough to be read at 1.5 metres. Example: Depending on the font type, use a minimum font size of 25-32 points for main text, 36-48 points and 48-60 points for headings and 72 points for the poster title.

**The title  
should be 72  
point size**

**Headings should be  
a minimum of 48  
point size**

**For text, 25 point size is suitable**

**Please do not hesitate to contact us, should you need any additional information  
regarding your poster presentation!**

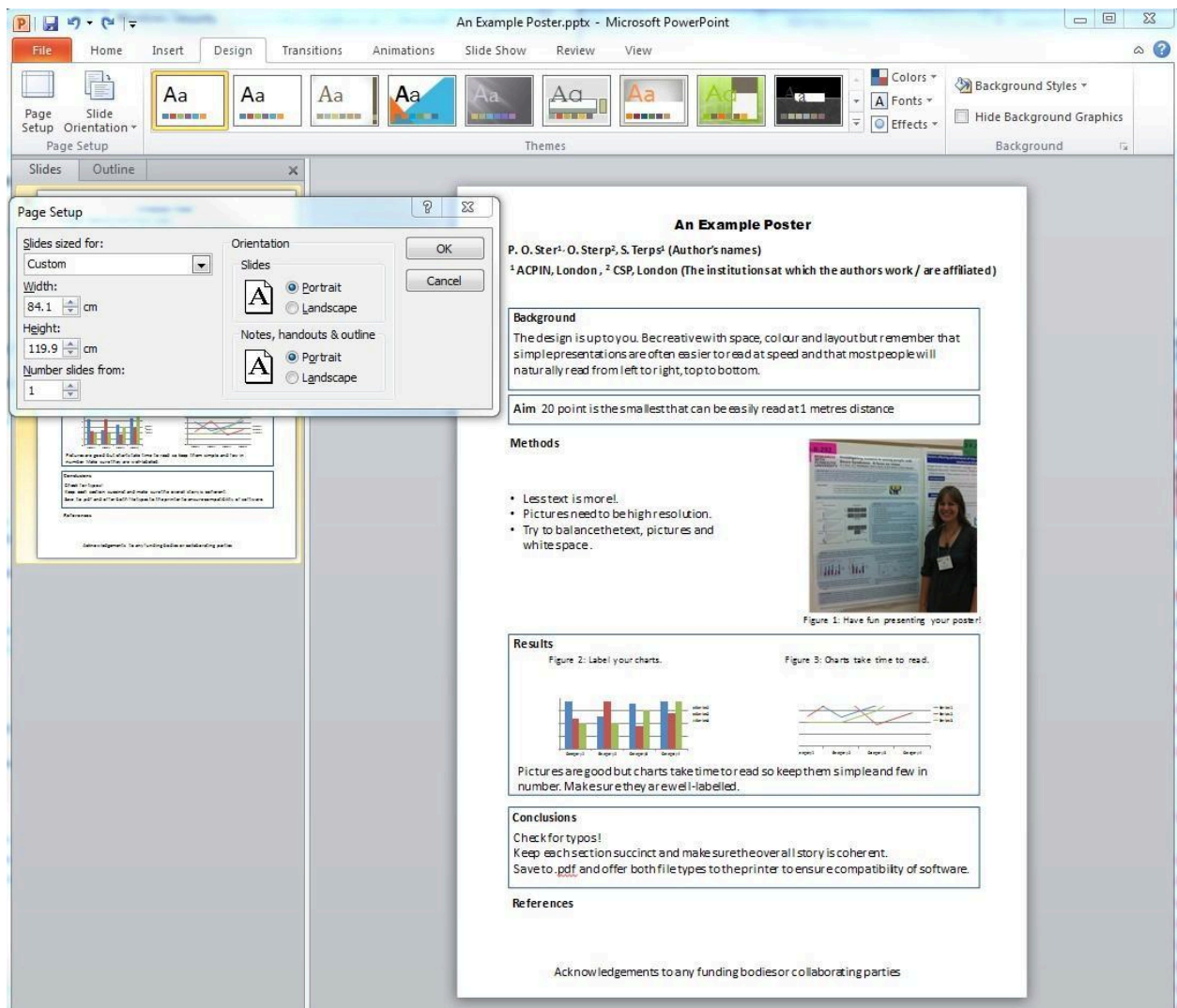
**Overall**

Simple stories often make the most effective posters so don't worry if you don't have vast amounts of data for poster presentation purposes.

Poster presentations are brilliant ways of starting to talk about your work and in doing so don't be surprised if you find that you have a better understanding of it by the end of the conference! Enjoy the experience and remember... There's often a poster prize to be won!

***Please do not hesitate to contact us, should you need any additional information regarding your poster presentation!***

**Figure 1: An example poster created in power point with a screen snapshot of how to size the page.**



**Useful references:**

1. Coad, J. and Devitt, P. (2006) Research dissemination: The art of writing an abstract for conferences. *Nurse Education in Practice*. 6, p.112-116.
2. Lunnay, B. and McIntyre, E. (2011) Design Posters for maximum impact. Accessed via: [http://www.phcris.org.au/phplib/filedownload.php?file=/elib/lib/downloaded\\_files/publications/pdfs/phcris\\_pub\\_366.pdf](http://www.phcris.org.au/phplib/filedownload.php?file=/elib/lib/downloaded_files/publications/pdfs/phcris_pub_366.pdf)
3. McIntyre, E., Katteri, R. and Anikeeva, O. (2011) Writing great abstracts. Accessed via: [http://www.phcris.org.au/phplib/filedownload.php?file=/elib/lib/downloaded\\_files/publications/pdfs/phcris\\_pub\\_8375.pdf](http://www.phcris.org.au/phplib/filedownload.php?file=/elib/lib/downloaded_files/publications/pdfs/phcris_pub_8375.pdf)
4. Ransie, J. And Aitken, C. (2012) *Australasian Journal of Paramedicine*. 6 (1), p.1-6. Accessed via: <http://ro.ecu.edu.au/cgi/viewcontent.cgi?article=1277&context=jephc>
5. Thomas, J.R., Nelson, J.K., Silverman, S.J. (2005) *Research Methods in Physical Activity*. 5th Ed. Champaign, Illinois. Human Kinetics Ltd.
6. Williamson, J. (2010) How to prepare a poster. *Syn'apse*. Spring p.4-5