



COMMUNICATION MATTERS NATIONAL CONFERENCE  
9-11 SEPTEMBER 2018, UNIVERSITY OF LEEDS

## GUIDELINES FOR POSTER SUBMISSION

Again this year there will be two poster exhibitions - one on Monday 10<sup>th</sup> and one on Tuesday 11<sup>th</sup>. You will be informed of your slot ahead of conference. If you don't know your allocated day, please contact us. You will be required to display your poster by 9am and then be at your display to answer questions from delegates during morning tea/coffee break and lunch break.

Please follow the guidelines below regarding posters:

- Posters must be at least size A2 (maximum size A1) and can be portrait or landscape orientation. Your name and the name of your organisation, as well as contact details, should be clearly visible on your poster.
- Posters are welcome on any topic addressing the needs of people with severe communication impairment.
- Posters can have more impact if images or diagrams are used to highlight the key points. Including a balance of text and images can make your poster stand out.
- As a guide, landscape posters should have 3 or 4 columns. A portrait poster should have 2 columns.
- When designing your poster, you may find it helpful to use text boxes for different sections. These can then be moved around and sized according to available space.
- Content should not be placed right to the edge of the poster – leave at least a 1cm border.
- Keep background colours light and choose a clear font. Using at least 72 point font size for headings and 24 point for the main body is advised.
- Laminated or non-laminated poster will be accepted – matt laminate is best as this is not as reflective.
- Your poster should be secured using **hook and loop stick dots** e.g. Velcro.
- **A4 hand-outs** of your poster should be available for conference delegates on the day.
- Be aware that posters may be photographed by delegates, so please do not use images that require consent for reproduction.
- **GDPR:** If there are photographs included in your presentation, we recommend that you obtain written permission from each individual for their explicit use on your poster/handouts. We would also advise only using images that are deemed free for use in the public domain.

Those presenting posters on Monday need to remove them by 6pm and those on Tuesday need to be removed by 2pm.

If you have any questions, please contact [admin@communicationmatters.org.uk](mailto:admin@communicationmatters.org.uk) or call us on 0113 343 1533.