



Patient Information Forum

For everyone involved in health information and support

www.pifonline.org.uk

‘The Power of Partnership: Working in collaboration to deliver high-quality health and care information and support’

BEST POSTER COMPETITION CRITERIA

11th Annual Conference for People Working in Health and Care Information and Support held by the Patient Information Forum

**Wednesday 25 May 2016
Royal College of Physicians London**

Visit: www.pifonline.org.uk/2016-conference

Twitter: @PiFonline - #pifconf2016



About the conference

'The Power of Partnership: Working in collaboration to deliver high-quality health and care information and support' will be the 11th Annual Conference held by the Patient Information Forum. The conference will take place on Wednesday 25 May 2016, at the Royal College of Physicians in London.

The conference brings together individuals and organisations working in patient and health information and support in the NHS, voluntary, commercial, academic and freelance sectors.

Last year the conference attracted over 200 delegates, and 16 Best Poster competition entries.

What is a Poster?

The purpose of a poster is to outline a piece of work in a form that is easily understood by the reader, and which stimulates interest and discussion. The work presented can be a project, piece of research, evaluation or new information service or resource.

Submitting an entry for the PIF Best Poster Competition provides an opportunity to showcase your work or project. The topic of the poster must relate to health information and support for patients and the public and, in keeping with the theme of the conference, demonstrate partnership working.

Posters will be available for delegates to view, and discuss with their authors, during a dedicated, timetabled session on the conference programme. A short summary of the poster will also be included in the conference delegate pack.

The best judged poster on the day, as voted for by delegates, will win a £100 Amazon voucher, and an Award which will be presented at the end of the conference. The poster will also be featured on the PIF website and in our weekly e-newsletter, PIF Aware.

You can view 2015's winning poster at:

<http://www.pifonline.org.uk/beyond-words-empowering-patients-through-film/>

Submission criteria

The criteria below sets out what to include, and how to produce and present your poster. All entries are individually assessed to ensure they are appropriate and meet the criteria below.

- Any individual or organisation can submit a poster for consideration. However, the poster should not be commercial in nature. The purpose of the competition is not to promote a service, or sell something, and posters of this nature will not be considered.
- If you are submitting a poster you, or a colleague, MUST attend the conference on Wednesday 25 May 2016 to present your poster. You will be required to register for your conference place and pay a delegate fee to attend.
- Presenters will be asked to stand by their poster, and be available to answer questions about their work between 10.45-11.30am, and over lunch.

Sizing

- **All posters must be a single sheet, portrait (vertical) style.** Landscape (horizontal) posters cannot be accepted.
- The final poster format size should not exceed a maximum size of A0 or a minimum size of A1.
- Standard sizes are as follows:
 - A0 posters are 841mm x 1189mm
 - A1 posters are 594mm x 841mm
- As an example, suggested font sizes for the A0 format are:
 - Main title: 78 pt (bold, upper case)
 - Subheading: 36 pt (bold, upper case)
 - Body of text: 24 pt (normal)

Content

- The poster must be about health information and support for patients and the public, or a closely related subject area e.g. health literacy. Given the theme of the 2016 conference, **posters should particularly highlight partnership working.**

The poster should include the following:

- Poster title
- Your name, organisation and email address
- Introduction: A short summary of the purpose of the project or research (one or two sentences) and how this links with health information and support.
- Context: What was the need for the work? when did it happen? where did it happen? who was involved? what did you do?
- Approach: Methods used and evidence-base
- Collaboration: Describe use of co-production, consultative methods in development and partnership working.
- Result: Highlight evaluation undertaken and impact of the work.
- Conclusion: Show learning from the work (challenges, successes and lessons learnt), share how the project might be implemented more widely, highlight outcomes or findings, and next steps.
- References

Within the above format there is plenty of scope, for example you may decide to use a question-and-answer, or magazine, style format.

Design

- Posters should be large enough to be read easily from a distance of about one metre.
- Simplicity is the key. Delegates may spend only a few minutes looking at the poster, so there should be a minimum of clutter, and a maximum of informative statements and enlightening graphics.
- Keep the amount of text to a minimum - each block of text should include no more than a few sentences. You can use columns of text or use text boxes.
- Use bullet points, short sentences and sub-headings to separate text into easily digested chunks.
- Visual impact is important. Graphics and colour images that support the text are vital to demonstrate your findings, and help break up the text and make it attractive to read.
- A poster should tell a story. It does not need to contain a lot of detail, just the main points. You can add detail verbally when answering questions.
- It should be possible to pin or attach the poster with Velcro strips to a poster board.

Printing your poster

Most good print companies and shops will be able to print a poster for you at a cost of around £10-30. You can have your poster laminated to protect it.

Submitting your poster

If you wish to submit an entry to the Best Poster Competition please action the following points:

Before 31 March 2016	Submit your application to present a poster by sending a brief paragraph summary of the work you would like to highlight in your poster to Claire Murray at: claire.murray@pifonline.org.uk We will notify you within one week to let you know if your poster has been accepted. Please note it is only possible for us to accept 18 posters. Posters will be selected on the criteria above, followed by a first come, first served basis.
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<p>If your application is accepted</p>	<p>Book your delegate place at the conference via: www.pifonline.org.uk/2016-conference</p> <p>Remember Early Booking Discounts are available.</p>
<p>By 1st April 2016</p> <p>Any summaries submitted after the above date may not be included in the delegate pack.</p>	<p>Send the following information, which will be included in the delegate pack to:</p> <p>nicole.naylor@pifonline.org.uk</p> <ul style="list-style-type: none"> • 200 word summary of the poster • Title of the poster • Presenter's name • Presenter's organisation • Presenter's email address
<p>To be received no later than Friday 21 May 2016</p> <p>Posters received after this date may not be displayed at the conference</p>	<p>Send your poster to:</p> <p>Patient Information Forum c/o Nicole Naylor 86 Churchbury Lane Enfield EN1 3UN</p>
<p>Wed 25 May 2016</p> <p>PIF will arrange for your poster to be displayed at the conference.</p>	<p>Please note that it is your responsibility to take your poster away with you after the conference. PIF cannot accept any liability for posters which are left behind.</p>

Judging and prize giving

Posters will be displayed in the Dorchester Library throughout the conference on Wednesday 25 May 2016. Delegates will be invited to view the posters specifically between 10.45-11.30am, and over lunch, to vote. Delegates will be asked to judge the poster on the following:

- Do you understand what the poster is trying to convey?
- Does the poster have visual appeal and entice you to want to find out more?
- Is the text displayed on the poster clearly communicated and easy to understand?
- Do you feel the project/work highlighted in the poster demonstrates partnership working?
- Do you feel the project/work is something which could benefit patients?

The prize for the winner of the Best Poster Competition, as judged by delegates, will be a £100.00 Amazon voucher, and an Award which will be presented at the end of the conference.

Enquiries

If you would like more information, or want to discuss whether your poster is eligible, contact Claire Murray, Joint Head of Operations at claire.murray@pifonline.org.uk.