



THE
Compassionate Mind
FOUNDATION

**The Compassionate Mind Foundation's
6th International Conference
*Compassion: Integrating Therapies***

Monday 16th October –Wednesday 18th October 2017
Holiday Inn, Birmingham

Guidelines for Poster Presentations

Setting and materials

Each poster chosen for display will be allocated a poster board. The poster boards are landscape and take an A0 size poster.

Please note, posters can only be attached using adhesive Velcro tabs – these will be available on the day if required.

There is no facility for audio-visual presentations in the poster display area and no electrical outlets available. Your presentation should be delivered using only the materials fixed to the poster board.

Setting up

Poster presenters should arrive approx 15 minutes before registration to set up their display materials. Each poster board will carry a number that corresponds to the poster's number listed in the conference programme – please ask one of the conference assistants if you are unsure which board to use.

Please note that no responsibility can be taken for any loss or damage to your poster or any other display materials and putting up your poster is taken as acceptance of these conditions.

Display materials

Please make sure that the information on your poster is clear and visible. It is essential to include a clear, complete heading to enable people to identify the poster and the presenter.

As a general rule, it is recommended that the title be in 3 cm print or larger. The authors and the affiliations can be done in 1.5 cm print. It is not a good idea to include any display materials done in regular size type e.g. 12 point. Instead, you may wish to include an abstract typed in a large, clear type and several

large, clearly labelled graphs and other visual aids. Figures that take up a regular page are probably adequately large, but even larger materials would be desirable. If tables are included, they should probably be larger than a standard sheet of paper. Pictures, diagrams, and other materials of adequate size are often helpful. A useful rule here is that your material should be easily read from a distance of 1 to 2 metres.

All materials you wish to display should be related to your presentation and the materials described in the abstract you submitted to the Compassionate Mind Foundation.

Poster content

The basic rule is to provide a short, clear, non-technical description of what you did, why you did it, and what you found. Generally, you should not go into detail regarding subjects, apparatus, or details of procedure — those who need to know can request a full copy of the paper. For example, you should keep references and reviews of the literature to a minimum. The format requires you to be bold in your style and to condense complicated descriptions into a few short sentences. Above all, a poster is not just a regular paper in large type stuck on a board. It is a discussion-oriented format. The poster should communicate the issue and conclusion. The discussion in person with conference delegates should fill in the details.

The Presentation

Individuals may view your poster at coffee breaks or lunch. The conference committee will request that you should make yourself available to discuss the materials and answer questions for at least the last 30 minutes of lunch. Many presenters wish to provide handouts about their project. These may include an abstract of the paper or perhaps a copy of the complete paper itself. Other authors prefer to send reprints of their paper by email after the conference.