

13th Clinical Audit & Service Evaluation Forum: Thursday, 21st May 2026

Poster Exhibition: 14th to 28th May 2026

Poster Preparation Guidance

Specifications and Printing

- Posters must be **A0 size**, in **portrait (preferred)** or **landscape** orientation.
- Printing is your responsibility.
- A **special offer** for A0 poster printing is available through **CorePrint**. Please note that this is an exclusive offer for this event. Price includes VAT and delivery to the REF Office at SUH. Use Coupon at Checkout “FREE DELIVERY” so no additional charge is applied (no refunds). Artwork must be in PDF form. Artwork must be sized as 841mm x 1189mm.

To use this service follow the link: <https://coreprint.ie/product/discounted-conference-posters>

 **Coreprint Order deadline: Sunday, May 10th**

 Queries: Call CorePrint at **071 913 1477**

Use of CorePrint is optional - other local printing services are available.

Poster Submission Deadlines to the Research & Education Foundation

- **PDF submission:**
Email to office@ref-sligo.ie by **Sunday, May 10th**
- **Printed poster drop-off** at the **Research & Education Foundation Office (ETC Building)** or **SUH Library, Level 6** - a collection box will be provided.

 **Deadline: Wednesday, May 13th**

Purpose of a Poster

Posters are a visual medium to present key information at events. An effective poster should:

- Create **visual impact**
- Be **readable in 3–4 minutes**
- Be **legible from 2 metres** (min. 24 pt text body; 40 pt for headings)
- Use **clear structure** with consistent headings, subheadings, and figure legends
- Be **audience-appropriate**
- Avoid clutter; provide a concise overview of your work. Divide the poster into areas, maybe 6 to 8; with a clear heading for each content area.

Before You Begin

- Confirm **poster size** and understand your **audience**
- Identify key **headings**, figures, tables, graphs, and photos
- Use **high-resolution** images only
- Simplify diagrams and limit graph lines (max 3 lines)
- Convert tables to graphs or pie charts where possible
- Draft content in your own words
- Aim for a total word count of **300–800 words**, 300 words leaves plenty of room for graphics, while 800 words would be more text heavy.
- Proofread thoroughly and highlight **key findings**.

Poster Layout Tips

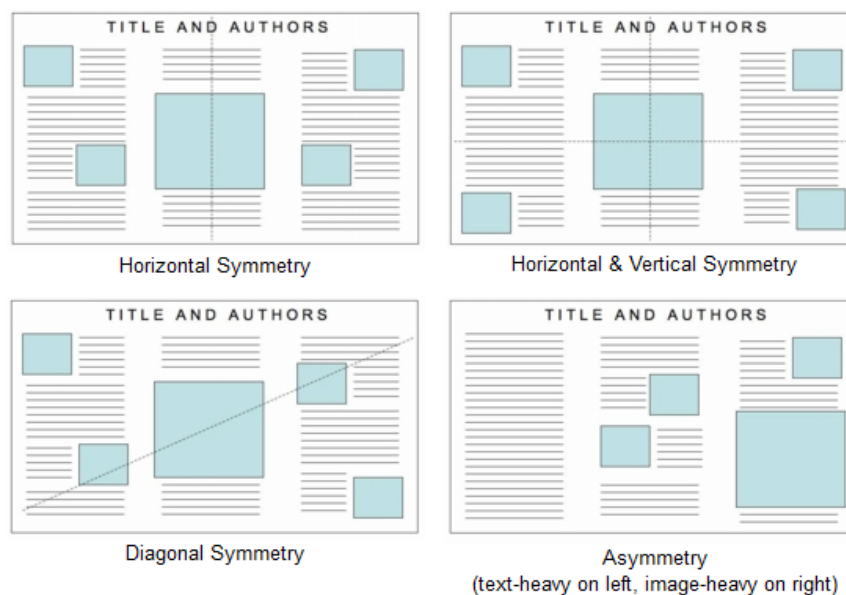
- Posters should be **self-explanatory**
- Use **clear headings** and a logical **left-to-right, top-to-bottom** flow
- Consider **numbering sections** or using **directional arrows**
- Maintain **visual balance** between text and images
- Use **white space** effectively to avoid crowding

 **Helpful resource:** [PosterNerd – Poster Design Layout](#)

Since English readers process information **top-to-bottom and left-to-right**, structure your poster with this natural reading flow in mind. Use consistent alignment and spacing to help guide the reader's eye smoothly through the content.

Visual Balance and Symmetry: A well-balanced poster appears visually organized and is easier to read. *Balance* refers to how elements like text and images are distributed across the page, often in relation to an invisible axis of symmetry—horizontal, vertical, or diagonal.

Examples showing symmetry and no symmetry are shown below in Figure 1.



Poster Content Structure

Include the following sections:

1. **Title, Authors, Institutions**
2. **Background / Introduction**
 - Explain why the project was done
 - State the context and key literature
3. **Aims & Objectives / Audit Standards**
 - What you aimed to achieve as measurable objectives
 - Standards used in your audit
4. **Methodology**
 - Design of the audit
 - Audit type, sample size, criteria, analysis methods
5. **Results**
 - Use visuals with legends
 - Credit all external sources
6. **Conclusion / Recommendations**

- Key findings and their implications
- Recommendation to improve compliance
- Bullet points are encouraged

7. Action Plan

- What you plan to implement to increase compliance/ quality improvement initiatives

8. Actions Completed

- What has already been implemented

9. References

- Maximum of 5 including standards, use numerical citation (e.g., (1))
- Include a reference for the source of any images, diagrams or figures used.

10. Acknowledgements

Font Guidelines

- **Title:** 80 pt bold, center-justification
- **Authors:** 72 pt bold, separate line, first author underlined, center-justification
- **Section Headings:** 30–36 pt bold, UPPERCASE
- **Body Text:** 24–30 pt, 1.5–2 line spacing, short sentences/ paragraphs
- **Readability Test:** Step back 6 ft (1.8 m) and assess clarity

Example Format:

Title of Poster here

John T. Doe¹, Jane Q. Doe¹, Joe Cool² and Mickey Mouse^{1,2}

¹Company 1, Agricultural Centre, 123 Main St., D-12345 Anytown, Anycountry

²Dep. of Horticulture, University of Anywhere, 456 S. Anystreet Rd., 12345 Anycity, Anycountry

Special Note on Author- and Contributorship:

The applicant is responsible for ensuring authorship aligns with the **ICMJE Recommendations**. Authorship requires meeting all 4 criteria:

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work; AND
2. Drafting the work or reviewing it critically for important intellectual content; AND
3. Final approval of the version to be submitted; AND
4. Agreement to be accountable for all aspects of the work in ensuring that questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Contributors who meet fewer than all 4 of the above criteria should be acknowledged as non-author contributors. Examples of activities that alone (without other contributions) do not qualify as author contributor are acquisition of funding; general supervision of a research group or general administrative support; and writing assistance, technical editing, language editing, and proofreading.

Non-author contributors may be acknowledged individually or together as a group under a single heading (e.g. “Clinical Investigators” or “Participating Investigators”), and their contributions should be specified (e.g. “served as scientific advisors”, “critically reviewed the study proposal”, “collected data”, “provided and cared for study patients”, “participated in writing or technical editing of the manuscript”)