



NHS SCOTLAND EVENT 2025

Monday 9 June 2025

Technology & Innovation Centre
University of Strathclyde Glasgow



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NHS SCOTLAND EVENT 2025

The NHS Scotland Event 2025 poster exhibition at the University of Strathclyde will combine both our traditional A0 poster display with the addition of an online poster showcase.

Along with a new venue for 2025, we're introducing a new format for the poster display:

- The top scoring 100 poster abstracts will be invited to display a printed A0 poster at the event as well as in the online poster showcase. The top 30 of these will also be invited to give a short scheduled presentation of their work. Please note this will replace the poster walks that have taken place in previous years.
- A further 100 poster abstracts will be selected to display their poster in the online poster showcase only.

The poster abstract shortlisting results will be issued by email to the lead author on Friday 11 April.

You will be advised at this time if you have been invited to display a printed poster.

This document provides further information on preparing a poster for display at the Event (top 100 poster authors) and adding your final poster to the online poster showcase with supporting resources (all poster authors).

USING THE LEARNING TOOLBOX

Please note that a comprehensive set of guidelines on how to use the Learning Toolbox will be emailed to all poster authors at the start of the poster design stage.

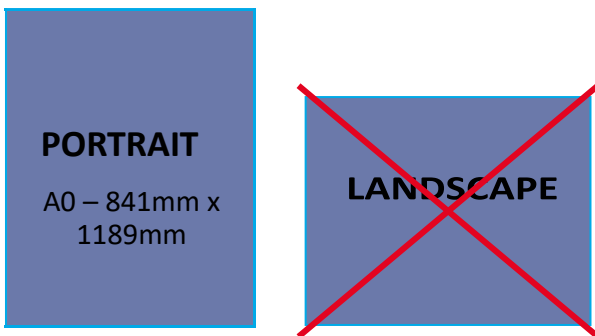
GUIDANCE FOR DISPLAYING A PRINTED POSTER AT THE EVENT:

If you are one of the 100 poster authors invited to display a poster at the Event, you are required create a poster based on the original abstract submission and print an A0 portrait version of the poster for display at the NHS Scotland Event.

WHAT DESIGN SPECIFICATIONS ARE THERE FOR POSTERS?

All posters need to be designed in **portrait format** to ensure they will fit on the display board. **It is the responsibility of poster authors to arrange for their poster to be printed, brought to the venue and fixed to the allocated poster board before the Event starts.**

When submitting your poster to the printers, please confirm that it needs to be printed at size A0 – 841mm x 1189mm.



WHERE WILL PRINTED POSTERS BE DISPLAYED?

Poster boards will be positioned around the foyers and in Rooms 4&5 at the Technology & Innovation Centre. Each poster display board is 1 meter high and 2 meters wide and will be numbered and your allocated number will be emailed to you.

Each poster board will include a QR code which will link directly to the relevant poster page within the online poster showcase (Learning Toolbox platform). This will allow delegates to view a PDF version of the poster as well as access to any additional supporting material.

WHEN CAN PRINTED POSTERS BE FIXED TO THE POSTER BOARDS?

You can hang your poster on the morning of **Monday 9 June between 08:30 and 09:15 hours.** The dedicated Poster Lead will be at the poster desk to provide advice and support.

All posters should be in place by **no later than 09:15 hours on Monday 9 June.** Velcro will be provided but please bring any other materials you require.

WHEN CAN PRINTED POSTERS BE REMOVED FROM POSTER BOARDS?

By submitting a poster for the NHS Scotland Event 2025, you are committing to displaying your poster until 16:30 hours on Monday 9 June 2025.

Posters must be removed from your poster board **by 17:00 hours on Monday 9 June.** Any posters left after this will be removed and discarded. We will not be responsible for posters left so please either remove your poster personally or organise for one of your colleagues to do so.

POSTER EXHIBITION TIMES AT THE EVENT

The poster exhibition will be open for viewing from 08:30 hours on Monday 9 June.

Poster Authors are asked to ensure that at least one person is available to stand by their poster during breaktimes so that they can engage with delegates and provide additional information about the work being showcased.

Break times are as follows:

08:30 – 09:30 – Registration

10:30 – 11:15 – Morning Break

13:30 – 13:30 – Lunch

14:45 – 15:30 - Afternoon Break

ONLINE POSTER SHOWCASE GUIDANCE AND INFORMATION:

All poster authors are required to upload a final poster to the online poster showcase.

We will be using the **Learning Toolbox** platform for the online poster showcase. This platform is intuitive and easy to use and full support and instruction will be provided.

The online poster showcase is a space for you to share your work. Learning Toolbox allows you to create a 'stack' of material that can be used to present and share your work. Each poster (or 'stack' as it is often referred to in Learning Toolbox) is made up of a series of tiles within which you can add content, documents, media, weblinks etc.

[View the online poster showcase from the NHS Scotland Event 2024.](#)

WHAT SHOULD BE INCLUDED IN THE ONLINE POSTER SHOWCASE:

Those who have been invited to display a printed poster at the Event should upload the final PDF file of their printed poster.

Those who have been invited to display online only should create a poster of their work and upload the final PDF file.

Additional resources: the platform will allow you to add a range of resources to support your poster. You can add supporting documents; links to external sites; video recordings (upload a recording of yourself presenting your work!); and much more.

Full instruction and access information for the online poster showcase (Learning Toolbox) will be issued following the poster shortlisting results on Friday 11 April.

TIPS FOR CREATING A POSTER:

WHAT IS THE PURPOSE OF A POSTER?

A poster is a visual presentation of a written abstract and should be designed to:

- **Attract attention:** The first thing that a poster needs to do is attract the attention of passers-by; and
- **Convey key messages:** Once the poster has caught the attention of the viewer it should convey efficiently and quickly the information that you want people to know about your work.

PLANNING YOUR POSTER CONTENT

Your poster content must **reflect** the work outlined in your submitted abstract.

A useful starting point is to set out all the content that you would like your poster to convey, keeping in mind your target audience.

Your poster should consist of the following sections in this order:

Title and subtitle: This section should highlight the poster title and subtitle if required. Please try to keep titles under 20 words – if more words are needed, use a subtitle in a smaller font.

Poster author(s): The names of the people involved in the work and their institutional affiliation(s) **starting with the lead author.** **Authors will be listed in this order across all Event materials.**

Aim: Highlight why the project was undertaken and the aim and objectives of the work.

Methods: This section should give a more detailed account of the methods used to achieve the outcomes.

Outcomes/results: This section should show illustrative examples of the main results of the work.

Conclusions: This section should list the main implications of your findings.

References¹: Remember to acknowledge any other individuals, funders or specific programmes associated with your work. Please also include contact details for more information on the project.

¹References should follow Vancouver Convention: Name, Title, Publication, Year, Chapter, Page No(s) and should be listed on a separate page

USEFUL TIPS FOR POSTER DESIGN

CONTENT TIPS

- Avoid making your storyboard too “text heavy”. Focus on the highlights of your display. If results can be communicated with numbers, graphs or other visuals, do so.
- Your poster content should consist of a mixture of text and pictorial information so keep your text brief and your word count as low as possible.
- Develop your key points and create manageable chunks of text – people generally do not want to stop and read lengthy blocks of text.
- Keep sentences to one or two points and keep paragraphs as short as possible.
- Write in a style that is clear, concise and easily scanned by the reader, structuring your text by using headings and sections.
- Have some attention grabbers on your poster such as an interesting statement, photographs/graphics or a distinctive colour scheme.

VISUAL TIPS

- Visual images such as photographic images, graphs, charts, diagrams, logos and drawings help to attract and inform viewers much more effectively than text alone.
- Enlarge visuals so that they are easily viewed. Remember that your audience typically views your poster from 1 – 2 metres away. Use these distances when judging how legible all aspects of your visuals will appear.
- Number and title each visual that you use and be sure to reference them in the text.
- Ensure that any labels you use with the visuals are large enough to be read comfortably.
- Font sizes for these labels should be between 30 – 36 point.
- Eliminate any non-essential information and try to emphasise the most critical information you wish to communicate.

DESIGN TIPS

- Poster Title should be no more than 20 words. If more words are needed, use a subtitle in a smaller font.
- Use all the space at your disposal, but do not cram the content on your poster.
- White space is an important part of the layout, and good use of it can make a poster clear and eye-catching.
- Use colour sparingly – limited use of a few colours is more striking than a “rainbow” approach.
- The flow of information should be clear from the layout.
- Clearly label diagrams/drawings and provide references to them in the text where necessary.
- The title text should be readable from six metres away – at least 48-point text.
- The body text should be readable from two metres away – at least 24-point text.
- NHS Scotland has prescribed fonts for communication material – Arial, Stone Sans and Garamond. Refer to the NHS Scotland Identikit for more guidelines on design.

www.nhsscotlandci.scot.nhs.uk

To view the posters from the NHS Scotland Event 2024, please visit the website [here](#).

