

Hazards34

5 – 7 November 2024, Manchester, UK

Guidelines for preparing your poster

In order to communicate effectively the results of your research to the delegates, please pay attention to the instructions outlined below.

Equipment for poster displays

You are responsible for designing and printing your own poster. As poster boards are not provided, we recommend that your poster is printed as a free-standing pull-up banner.

Standard banner sizes of 2000mm height and 800-1500mm width will be suitable. Further guidance is provided below.

Poster installation

Posters should be set up from 10:00 on Tuesday and before the lunch break at 12:30. Upon arrival, a member of the event organising team will direct you to the poster area. Posters will remain on display throughout the entire conference. Please endeavour to be beside your poster during breaks as often as possible.

Poster removal

Please do not remove your poster until after the lunch break on Thursday afternoon. Any posters that are still in place after the conference has ended will be disposed of.

Poster competition

The conference will include a best poster prize competition, with the winner being awarded a free delegate pass for *Hazards 35*. The winner will be announced during the closing remarks on Thursday afternoon.

Flash poster session

We will be running a 'flash poster' session at 17:30 on the Wednesday after the main programme of presentations has ended.

Poster presenters will have the opportunity to make a short presentation to outline the content of their poster. You should aim to speak for a maximum of three minutes with one Powerpoint slide.

To confirm your place in the flash poster session, please submit your powerpoint slide to hazards@icheme.org by Friday 11 October.

Hazards Online

Hazards Online is a platform available to Hazards delegates where they can view on-demand the conference presentations and access the full papers. New for *Hazards 34*, we will also add the posters to the platform so that delegates can continue to view the poster content after the conference. If you would like to make your poster available on Hazards Online then please send a pdf version to hazards@icheme.org by Friday 11 October.

Registration & communications

Please remember that you will need to register for Hazards 34 at www.icheme.org/hazards34registration using the presenter rate. (Note only one person per poster can register at this reduced rate).

Also, please consider supporting us in raising awareness of Hazards 34 by sharing details on company websites, newsletters or social media channels.

By spreading the word within your own networks, you will complement our campaigns and help us to reach wider audiences. The more process safety and loss prevention professionals who attend Hazards 34 the better!

You may use the resources at www.icheme.org/hazards-process-safety-conference/communication-resources/ to support your communications. If you require graphics designed to other dimensions/formats, please contact us at hazards@icheme.org.



IChemE

Hazards34

5 – 7 November 2024, Manchester, UK

Producing your poster

Content

- Make your title short to summarise the message of the research.
- Do not include references unless it is imperative.

Style and layout

- The reading order of a poster should be down columns, rather than across rows.
- Put the conclusions in a prominent panel (preferably at the bottom of the poster).
- Do not justify the column text if there are few words to a line.
- Be selective in your use of bullet points, perhaps only in the conclusion.

Font

- Poster body text should be readable from 2 metres (with the possible exception of references). The title should be readable at 5 metres. Please check that the font size is adequate prior to finalising your poster.
- Mostly avoid capital letters except at the beginning of sentences and proper nouns.
- Do not underline anything, as this implies it is a link to the subject.
- Use bolder, larger typeface for the main titles and headings. It can be effective to use a different typeface for headings and subheadings.
- To emphasize body text, use a bold or italic font.

General Points

- Allow yourself plenty of preparation time.
- To make optimum use of the space your poster, we strongly recommend that your poster is portrait-orientated.
- Check the draft of your poster very carefully to ensure there are no typographical or style errors.
- Use matt, non-reflective encapsulation to protect the poster.
- Please bring your poster with you before registration where you will be given instructions on the location for displaying your poster.

If you have any queries regarding the information provided, please contact hazards@icheme.org



IChemE