

MeDe Innovation Annual Conference – 18 January 2018, Advanced Manufacturing Research Centre, Sheffield

Poster Presenter Guidelines

- **Register yourself - now**

Tickets are expected to sell fast and the last thing we want is for our presenters to not have a seat! Or a badge... so please register yourself so that we have the most up-to-date information for your delegate badge and dietary requirements etc. Do it here: <http://mede-innovation.ac.uk/event/mede-innovation-fifth-annual-conference/>

- **Programme and running order**

The programme for the day can now be found on the [website](#). Familiarise yourself with the running order. We'll reserve seats for you at the front in the correct running order to ensure that we run to time for the 1-minute presentations. Make sure you sit in your correct seat in the morning.

- **1-min pitch slide TEMPLATE**

You will need to complete two slides for your 1-min pitch. The first slide is a 'holding slide' which will be used when you walk on stage. The template for this can be [downloaded here](#) and must not be altered. The second slide should be a precis of your poster and you can format it however you wish, just bear in mind you have one slide and one minute. If you use video then make sure it is embedded and not sent separately.

*Send your poster pitch slides to info@mede-innovation.ac.uk by **lunchtime Wednesday 10 January***

- **Poster format and size**

All posters must be in A1 landscape format. If you are a MeDe Innovation researcher, please use the standard template which can be [downloaded here](#). If you are from an external institution please feel free to use your hosts template.

Authors are encouraged to provide handouts for those interested in the poster e.g., preprints, extended abstracts, copies of poster panels, etc – please arrange these yourselves.

Make your own arrangements for print of the poster and bring it to the event yourself.

- **Poster pin-up and take down**

You will each have a poster board that will be numbered with your abstract number. Be sure you place your presentation on the board number for your poster that appears in the final programme. We will provide Velcro stickies – push pins are unlikely to be allowed.

Pin up from 9.00am – 9.55am on the day. Remove promptly after the event. Any remaining at 5pm will be destroyed.

- **Presentation times**

As well as your 1-minute pitch there will also be some time during the lunch break in which you are expected to be standing at your posters and talking to our delegates. Check the programme for timings.

If you have any further questions please do not hesitate to contact Rowan or Kelly.