

7th International Medical Workforce Conference Draft Guidelines for Poster Sessions

Posters will be on display throughout the conference and will be discussed during parallel breakout sessions on Saturday 13th September.

There are two separate themes for posters:

- ◆ Nursing workforce issues
- ◆ Research in progress

Nursing workforce issues:

Each country may submit one poster for the nursing workforce theme. The poster should focus on the following **three** questions:

1. What is the supply, demand, and shortage outlook for nurses nationally?
2. What are the causes of the shortage(s)?
3. What recruitment and retention initiatives/policies have been identified or implemented to address the shortage and what impact may these initiatives/policies have on shortages.

Research in progress:

Delegates wishing to participate in the 'Research in progress' theme should submit a brief synopsis to the organising committee, following the guidance set out in the 'Call for Research Presentations'. A maximum of 8 research posters will be selected.

Poster design

Format. Standing poster boards will be provided that are 2 metres high and 1 metre wide (ie portrait format).

Posters will need to be attached to the board using Velcro (hook and loop) pads.

The conference organisers can arrange for posters to be laminated, if required, at a cost of approximately £30. Delegates wishing to take up this option will need to forward their completed poster by **August 31st**.

Organisation. Design your poster to answer the key questions or highlight the major points of your research and stimulate discussion.

Graphics. Consider various options for presenting the salient points of your research.

- ◆ Use graphs to clarify and emphasize the key relationships. Ensure graphs are precise, clearly labelled and placed near the companion text.
- ◆ If using tables, make sure that the table can be easily read and is clearly labelled. Use tables only when simpler visuals like graphs or charts won't suffice.

Arrangement, Colour, and Font. Design the flow of information from left to right. Use lines, frames, contrasting colours or arrows to call attention to important points. Select a clean and simple font and use it consistently throughout the poster. Use a point size large enough for the poster to be read from a distance of around 6 feet.

Breakout sessions - Poster Presentation

Nursing workforce. At the beginning of the nursing workforce breakout session, a formal, scheduled presentation, lasting 15 minutes shall be given for each poster. This should be supported by one or two overhead transparencies highlighting the key points from the poster. After the last presentation has been made, the remainder of the session will be devoted to informal discussion focusing on the poster-specific information.

Research in progress. The time allotted to each research project will be dependent on the total number of projects discussed. Each project will receive an equal allocation of time. The discussion should begin with a brief resume of the research topic, supported by one or two overhead transparencies highlighting the key points from the poster. This will be followed by a facilitated discussion, allowing the researcher and colleagues to explore relevant issues in depth.