



**BABICM**  
Annual Conference  
2018



# BEST PRACTICE POSTER PRESENTATION GUIDELINES 2018

'Money, Money, Money' and how to spend it is the theme of this year's BABICM Annual Conference which takes place on the 13 and 14 June 2018.

As part of this conference, we are calling for poster presentations to highlight good practice in the field of brain injury rehabilitation, case management and care. Please find below guidelines for completing the poster presentation and timeframes for the completion of each stage. Please note that these timeframes will be strictly adhered to unless otherwise stated via the BABICM office.

The process to submit your entry is as follows!

## **Stage One: – Completion of abstract of poster presentation**

**Deadline: Friday 27 April 2018**

**Theme of Poster Presentation:** Good practice within brain injury rehabilitation, case management and care.

We have purposefully kept the theme broad to attract a wide variety of poster presentations. It is important to note that there is an expectation that the posters are of a high professional standard, with reference to the supporting literature to enhance your discussions/conclusion (please refer to 'Areas to be Covered' section for details on the expected content of the abstract).

It is important to note that the purpose of the poster presentations are to develop/discuss best practice within the field of brain injury. These are not to be used as promotional

material for a company, organisation or institution. Any abstracts/posters which are found to be promotional in nature will not be considered/included in the conference.

**Format:** One side of A4 (maximum) in font size 12. Please include the title of the poster and the author(s) name(s) in bold at the top of the page.

**Areas to be covered:** Within the abstract the author(s) needs to have addressed the following areas;

1. Purpose/relevance of the topic to the theme.
2. Methodology (including data collection techniques).
3. Results/conclusion (making reference to the impact on professional practice, strengths and limitations).
4. References/acknowledgements (if required).

N.B. References should be presented using the Vancouver (Numeric) style. [CLICK HERE](#) for an example as to how this is presented using Vancouver style. (Source: Referencing guidelines via Cardiff University online portal.)

**Submission:** Please send abstract submissions by the deadline as identified above to the BABICM secretaries using the following BABICM office email address: [secretary@babicm.org](mailto:secretary@babicm.org)

Please ensure that you put 'BABICM conference poster submission' as the subject heading and contact details for the author(s) are provided (email and telephone contact).

**Please note that we will only take abstracts via email. No other form of submission will be accepted.**

**Queries:** Any queries in relation to the abstracts should be directed to Jackie Chappel (Research sub-group chair) via the email: [Jackie.Chappel@indliv.co.uk](mailto:Jackie.Chappel@indliv.co.uk). Please ensure that you provide a contact telephone number with your enquiry.

**Stage Two – Panel review of abstract submissions**  
**Timeframe: Friday 27 April – Friday 4 May**

**N.B. You will be informed if your abstract has been accepted week commencing 8 May 2018.**

The abstracts will be reviewed by the BABICM research sub-group during the timeframe above. We will be looking that the author(s) have provided the required details as identified in the 'Areas to be covered' section of stage one and that the area being addressed falls within the theme of 'Brain injury rehabilitation, case management and care'.

During the review process, you may be contacted to amend and re-submit your abstract, should the panel feel this is required. Please note that you will be provided with a timeframe for the amendments to be completed by at the time of contact.

### **Stage Three – Completion of the poster presentation**

**Deadline: Electronic copy of the poster presentation to be submitted to the BABICM secretaries by Wednesday 6 June 2018.**

If your abstract has been accepted, you will be required to complete your poster using the following guidelines:

**Size:** A1 size

**Format:** The poster should catch the reader's attention and should be on a suitably strong background to ensure that it remains of a professional standard after it has been transported. [Click here for a link to a company that produces foldable fabric posters.](#) This may be an option to consider as they are easier to transport and there is less chance of the poster being damaged in transit.

**Layout:** The poster should be presented in a clear and concise manner, with consideration being given to the font size and type. It will also be important to consider how the material is displayed, so that the reader is clear on the poster's message.

**Content:** Whilst it will be at the discretion of the author(s) as to the content of their presentation, there are a number of factors which need to be considered/included to ensure that your poster is of a professional standard:

1. Title
2. Author(s) name, designation and institution
3. Introduction – provide an overview of your poster's theme and reasoning for why this was chosen.
4. Aims and objectives
5. Main body – this will include your methodology, conclusions, discussions and any recommendations that can be drawn. It will also be important to comment on how this is applicable to practice within the brain injury field, with a comment on strengths and limitations.
6. References – please see above for details on the referencing system that needs to be used.
7. Acknowledgements (if required)

**Submission of E-poster:** E-poster to be submitted to the BABICM secretaries by the date identified above.

**Attendance at the BABICM conference:** The posters will be presented over both days of the conference and therefore it is expected that you will be in attendance for this to answer any questions. Places can be booked for the conference, by following the link: <http://www.babicmp.org/summer-conference.html>. You will need to ensure that your poster is displayed no later than 8.00am on 13 June 2018.

**THANK YOU & GOOD LUCK!**