



# 4th Uganda Conference on Cancer and Palliative Care

14<sup>th</sup> - 15<sup>th</sup> SEPTEMBER 2023 at SPEKE RESORT MUNYONYO

## Guidelines for Poster Presentations at the 4<sup>th</sup> Uganda Conference on Cancer and Palliative Care

### A: Presenter's preparation tips

1. Posters will only be physical and so you need to develop your poster either as a PowerPoint slide or a word document and convert it to a pdf. We have included a PowerPoint template for you to use.
2. Include the title of your study or project, author names, and the institution where the work was completed, in large letters centered at the top of the poster. Include the contact email of the lead author in the upper right-hand corner.
3. Use the following headings to organize your poster:
  - a. Aim
  - b. Problem statement/gap
  - c. Methodology
  - d. Results
  - e. Conclusions
  - f. Lessons learned
  - g. Recommendations
  - h. Acknowledgment section, containing anyone who helped you conduct this project.
4. Lay your poster sections in a logical order for others to follow your presentation. A good method is setting up your poster in a column format so that individuals interested can read your poster, first vertically (top to bottom), and then left to right.
5. When using the template please replace our sample content with your own. If you need more placeholders for titles, subtitles, or body text, copy any of the existing placeholders, then drag the new one into place. Please do not edit or remove the footer, otherwise, the Poster will be withdrawn.
6. Use a font size that can be read easily and the title should be larger than the rest of the text.
7. Posters should stimulate discussion, not give a long presentation. Therefore, keep text to a minimum, and write clearly and concisely. Do not try to include all the text of your study in the poster sections. Include pictures and graphs and make sure every item in your poster is necessary. Remember to obtain permission from any people who are recognizable in your photographs.
8. When choosing a background, remember that white or very light colors with black text will be the easiest to read. Do not use bright colors for the background or light colors for the text.
9. Please submit your poster to [conference@pcau.org.ug](mailto:conference@pcau.org.ug) and copy in [conference@uci.or.ug](mailto:conference@uci.or.ug) by **30<sup>th</sup> August 2023** in pdf format. You can also use the same contact if you have any inquiries or questions about poster presentations.

Hosted by: the **Uganda Cancer Institute (UCI)** and the **Palliative Care Association of Uganda (PCAU)**



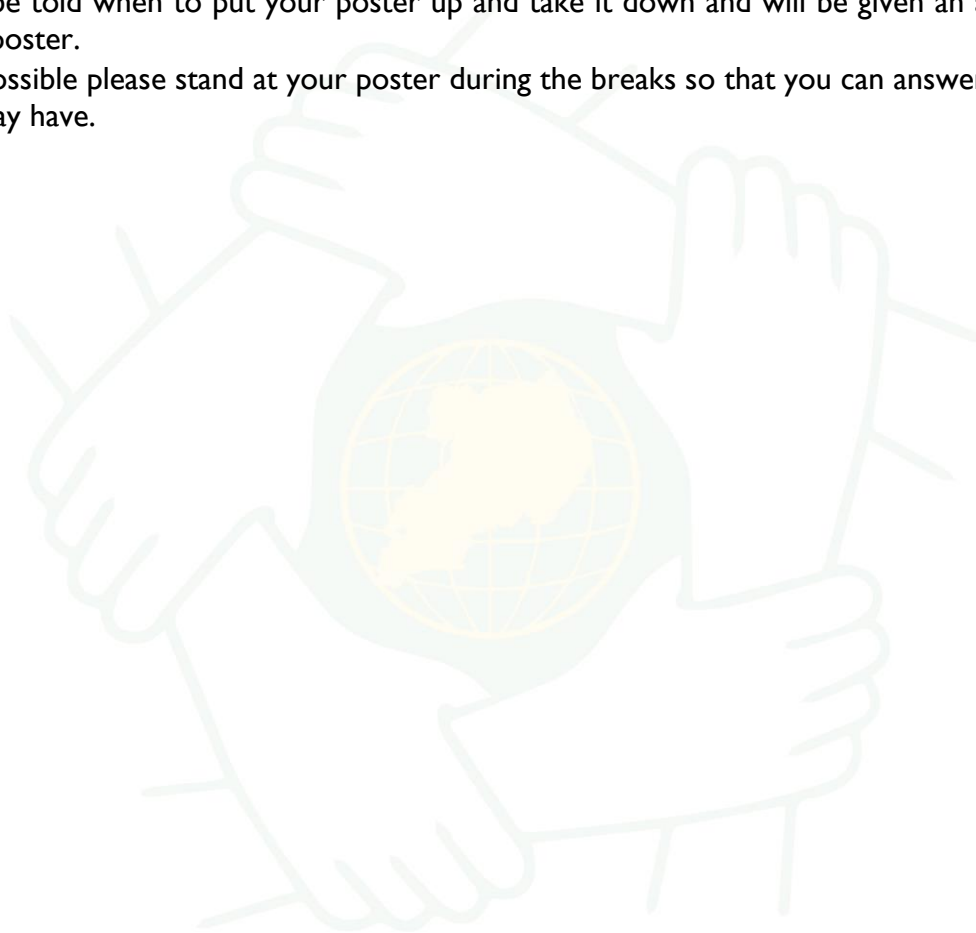
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10. You will need to bring your printed poster for display at the conference as the Secretariat will not print any posters for presenters and there are no printing facilities available at the venue.

## B: At the Conference

- You will be told when to put your poster up and take it down and will be given an allocated space for your poster.
- Where possible please stand at your poster during the breaks so that you can answer any questions people may have.



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