



**THE ASSOCIATION OF
PHARMACY TECHNICIANS UK**



APTUK Annual Professional Conference & Exhibition

Katherine Miles Poster Abstract and Presenters Guide





THE ASSOCIATION OF PHARMACY TECHNICIANS UK

Katherine Miles Poster Award

The Katherine Miles Poster Award are a sponsored award.

The Katherine Miles award is named after the founder of APTUK. The poster award recognises the diverse practice of Pharmacy Technicians by sharing best practice, innovation, research and education and development.

The APTUK Annual Professional Conference & Exhibition gives Pharmacy Technicians (members and non-members) a platform to showcase their projects and achievements through posters.

The Katherine Miles Poster Award has 3 Prizes:

1st prize

- A Framed certificate
- An Bursary to the value of £250 towards APTUK conference 2021 (T&C's apply*)

2nd prize

- A Framed certificate
- An Bursary to the value of £150 towards APTUK conference 2021 (T&C's apply*)

3rd prize

- A Framed certificate
- An Bursary to the value of £100 towards APTUK conference 2021 (T&C's apply*)

What is a 'Poster Abstract'?

The abstract should be a complete but concise description of your work. It should showcase what is contained within the poster.

APTUK reserves the right to reject any submissions not conforming to the guidance.

What format should I use?

The abstract should be no longer than 500 words and 1 side of A4, including references.

Please note all accepted abstracts will be published in the Annual Professional Conference Handbook.



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

Suggested headings within the abstract:

- ✓ **Title of the poster**
- ✓ **Author(s) [surname, initial], name of organisation(s)**
- ✓ **Introduction**
- ✓ **Objective(s)**

Objectives are stated, and are SMART (specific, measurable, achievable, realistic and timely)

- ✓ **Method**

The method is clearly described and outlines the study's design and setting

- ✓ **Results**

Results are adequately reported

Data are appropriately analysed including appropriate statistics

- ✓ **Discussion (including conclusion)**

Conclusions are justifiable from the findings

Findings, including limitations and future, are critically discussed

- ✓ **References**

Submission format and deadline

Abstracts must be submitted using the online abstract system via the APTUK website before 23h59 on **22 May 2020**.

Abstracts will not be accepted after the annual closing date.

Queries should be directed to Profile Productions, tel: 020 3725 5840.

Adjudication process

The adjudication process will be co-ordinated by APTUK Director of Professional Development and will be conducted by a selected panel consisting of the Director of Professional Development and a National Officer.

The panel will meet (face to face or virtual) annually in early June to judge the abstracts.

Those that have submitted abstracts that have been selected will be informed by email of the adjudication decision by **13 June 2020**.

Abstracts will be judged by three criteria:

- **Poster Content**

Introduction/Background; Topic/Content/Depth of Information; Clarity; Use of Language/Logical Sequence



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

➤ **Poster Presentation**

Layout; Use of colour; Use of diagrams/Graphs; Overall visual aspect

➤ **Innovation**

Original; New role for Pharmacy Technician; Impact on patient care/practice; Reference sources

Accepted abstracts

If your abstract is accepted at least one author must register to attend a minimum of one day of the conference by the earlybird deadline.

Please note that failure to register may result in your abstract being withdrawn from the conference.

Registration, travel and accommodation charges are the responsibility of the presenter.

All abstracts will be printed in the APTUK Annual Professional Conference & Exhibition handbook and on the APTUK website following the Annual Professional Conference & Exhibition. All winning poster abstracts will also be shown on the APTUK as a guidance for best practice.

Katherine Miles Poster Awards

For your poster to be entered for the Katherine Miles Poster Award you must submit a PDF copy of your poster via email to aptuk@profileproductions.co.uk by **21 August 2020**.

What is a Poster?

A poster conveys information through words and/or graphics. A poster can be used to communicate ideas, messages, research and audits. By using a poster information can be seen at a glance.

How much poster space will I be allocated?

All posters presented at the Annual Professional Conference must comply with the following:

- Maximum display space allocated per poster
 - ✓ A0 size, which is (841mm wide, by 1189mm tall)
- Orientation must be landscape
- Format of display
 - ✓ Collection of A4 laminated PowerPoint slides or
 - ✓ a professionally produced poster

You must work within the dimensions, as anything outside that will not fit on the poster boards.



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

What format should I use?

The poster should include the following titles/ sections in a logical order:

- ✓ **Title of the poster**
- ✓ **Author(s) name, name of Organisation**
- ✓ **Introduction**
- ✓ **Aims and objectives**
- ✓ **Method**
- ✓ **Results**
- ✓ **Discussion & Conclusion**
- ✓ **References**

Things to consider when designing your poster:

Planning

As soon as you are notified that you have been selected to present a poster, consider what format you will present it in – a collection of A4 laminated PowerPoint slides or an A0 professionally produced poster.

If you are going to use a professionally produced poster you may want to discuss this with your manager as it will cost money. Your employer may be willing to fund this. You will also need to consider which printers you use to produce your poster. If you work in an NHS Trust, they usually have a Medical Illustrations Department.

If you are unable to produce one large poster you can consider another format which can involve several small (usually A4 sized) laminated PowerPoint slides arranged within your allocated space on the poster display board. This is a cost-effective way to produce a poster.

Time management

You should allow yourself enough time to design your poster and enough time for the printers to produce the poster.

If you are using a collection of A4 laminated PowerPoint slides produce a poster you have the advantage of being able to make last minute changes.

Transporting your poster

Consider how your poster will be transported to and from the Annual Professional Conference. You may wish to equip yourself with a suitable artist's portfolio or poster tube.

APTUK do not provide stationery (i.e. Velcro stickers), you will need to bring this with you so that you can mount your poster.

You should ensure that your poster will be securely in place on the poster board for the whole two days. To prevent problems, test your poster by displaying it on a board at work, and see how long it stays up!



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

Design

Your poster should be a visual summary of your project/research or innovation/service. It needs to captivate the reader and present the information in way that makes them feel like they have learnt something.

Start with a draft and prioritise what information should be included, what are the key messages?

On separate pieces of paper write and sketch out each section and lay it out. This will give you an idea of the overall appearance and allow you to think about how the information will flow.

Colourful flow-diagrams, histograms or pie charts should be used instead of blocks of written text. A lot of information can be taken in at a glance when information is presented in a creative manner and bold illustrations always attract the reader's eye.

Once you have a draft test by showing it to colleague(s) from your department and use their feedback to improve your work.

Context

Make the title creative so that it grabs the attention of your audience e.g. 'Medicines Wastage – An Audit to Identify Efficiency Savings'

The poster should be legible from a distance (1.5-2metres); Times-Roman or Arial font is more legible from a distance. Use easy to read font and size for headings and text, headings should be of a larger font size than text, colours can also be used to highlight headings.

Make it attractive, and incorporate photographs where relevant. You should also ask your employer if they have a corporate design guidelines that must be considered. You may want to include their logo.

If you use colours, make sure they complement one another to emphasise, differentiate, and add interest to different sections of the poster. Avoid bright colours or those which make your poster difficult to read.

Use arrows or numbers to indicate the sequence that you want the reader to follow.

Text boxes should be several narrow columns rather than one wide text box. The use of bullet-points makes it easier to read text. You can use text boxes to help break your text into sections. Avoid using upper case as this is more difficult to read than lower case.

When using text, it is best to write in an active rather than the passive voice. i.e. "the data demonstrates that...." Rather than "it can be demonstrated by the data that...."

Explain all abbreviations when first used. For example, The Association of Pharmacy Technicians UK (APTUK) then use APTUK thereafter.



THE ASSOCIATION OF PHARMACY TECHNICIANS UK

If you are using tables, graphs and pictures make sure they are clearly labelled and think about where they are position within the poster and the impact on how it looks overall. It needs to flow well with rest of your text.

Maintain consistency within your poster e.g. graphs and tables, headers and text should be same size and at the same scale, especially if you want them compared. If you have used bold (rather than italics or a different colour) then use this throughout the poster.

Referencing

It is essential that you include all references on the poster.

Proof reading

Check grammar and spelling of text. Spelling mistakes look poor and show lack of attention to detail, they can also distract the reader. A PDF of your poster will be advertised on the APTUK website following the Annual Professional Conference & Exhibition and may be included in the Pharmacy Technicians Journal.

Annual Professional Conference & Exhibition

At the Annual Professional Conference & Exhibition you should 'stand-by-your-poster'! Your task as the presenter is to answer questions and provide further details; to bask in praises or suffer difficult questions; and to convince others that what you have done is excellent and worthwhile. It's also useful to have some A4 copies of your work available for delegates to take away – another way to share good practice.

APTUK cannot be held liable for any posters damaged in transit or at the Annual Professional Conference & Exhibition.

*Terms and Conditions for Award Bursary

The bursary prize awarded to winners of the poster competition is only redeemable against a place at APTUK conference 2021 and cannot be rolled over. Should the prize winner not be able to attend conference 2021 and therefore not be able to use the bursary, it is permissible to allocate the bursary to a Pharmacy Technician co-author or colleague.

References

- Tips for poster presentations; APTUK Pharmacy Technician Journal – Autumn 2006
- Project Awards 2016 - Poster Presenters Guide; London Pharmacy Education and Training
- How to present a poster; UKCPA January 2012 <http://www.ukcpa.net/wp-content/uploads/2012/01/How-to-present-a-poster-revised-AutSymp.pdf>

Emily Wardle

Director of Communications (February 2020)