



Greater Manchester Cancer Conference 2024

Poster Submissions

Criteria and Guidance

Criteria and guidance for poster submission

Tuesday 14 and Wednesday 15 May 2024
Hilton Hotel, Deansgate, Manchester

Greater Manchester Conference aims to provide an opportunity for the Greater Manchester to understand how the system is responding to the challenge of saving lives and improving outcomes in cancer. We aim to showcase where GM is at the cutting edge, leading innovation through collaboration and integration, keeping the focus on improving patient services and outcomes at all times.

Poster submissions are now open showcasing work that aligns with our theme of: “Empowerment in Practice: Communities, Professionals and Researchers”

Who can submit a poster?

Groups or individuals who are within the GM Cancer System and have undertaken a piece of work or initiative which meets this year’s themes can submit a poster. Posters can come from a **service development, research or education** theme and present development from any part of the cancer system:

- Reducing risk and early detection
- Better treatment and aftercare
- Living with and beyond cancer
- Patient and public involvement and engagement
- Reducing health inequalities

NB: If your work does not fall into the above categories we would still like to receive it.



Poster Guidelines

Your poster must be prepared as an A1 sized poster in portrait format.

For Greater Manchester Cancer Alliance teams, a template (with Greater Manchester Cancer Alliance branding) is available – please contact the Comms team if you do not have the template.

- Please note, that due to space restrictions we are unable to accept alternative sizes or orientations.
- Posters should cover the following:
 - a. Your names and your organisation including any logo of the organisation (including an email contact address)
 - b. The background & aims of the piece of work
 - c. Your methods - what you did
 - d. The results - what you achieved or found
 - e. Short bullets or a short paragraph about the conclusions you drew or the implications of your work
- Posters must contain a clear message and content that is relevant and concise. Individuality and flair is positively encouraged. We encourage you to go for something eye catching and colourful.
- Posters should be accessible – please see additional guidance later in this document.
- All posters must be printed for display at the conference on both days. This can be done through your institution, but if you have difficulties, please contact the team.
- It is the responsibility of poster presenters to print and transport their own posters to the conference. On arrival a member of the team will show you to the display area. Boards will be provided.
- Delegates should arrive early on the first day of the conference (Tuesday 14th May 2024) and will have the opportunity to put up posters from 8.30am.
- Accepted posters will also be available in our electronic poster gallery. By displaying your poster you agree that it will be available to delegates electronically.
- Judging will take place prior to the conference.
- It is recommended that you to stand close to your poster (especially during breaks) to answer any queries from delegates.



- It is expected that the applicant will remove their poster at the end of the conference otherwise the poster will be disposed of.
- There will be a prize for the best poster on display which will be announced during the afternoon session on Wednesday 15th May 2024.

Accessibility

In order for your poster to be enjoyed by all of our delegates, including those with additional accessibility requirements, please refer to the following guidance:

- Use clear, consistent layouts to present content. Use plenty of white space and avoid overcrowding your poster.
- Consider providing information in multiple ways (e.g., use a combination of text, images, graphs, and tables).
- Use plain English, spell out acronyms, define terms, avoid or define jargon.
- Use colour combinations that are high contrast (e.g., avoid using pale text colours on pale backgrounds). You can check whether a colour combination is accessible here; <https://colourcontrast.cc/>
- Keep text concise and graphics and tables simple. Text should be left aligned as much as possible – do not justify text as this makes it much more difficult to read.
- Use captions or titles to describe any images.
- Use large, bold, sans serif fonts such as Arial on plain backgrounds.
- Include a URL or QR code that links to more information on the research being presented if you have one.
- Consider suggesting questions that people might want to ask (e.g., "Ask me about ...").
- Consider supplying a plain **“text only”** word document of your poster to submit alongside your poster – this supports people with additional accessibility requirements. You do not need to print this version, but we will upload it to our website for those with additional accessibility requirements to access.



How to submit a poster

All posters should be submitted as a PDF document by email to: gmcancer.conf@nhs.net

If you have also produced a plain "text only" word document version of your poster, please submit this at the same time as your PDF poster.

- Deadline for submission is **COP 10th April 2024**.
- You will be told if your poster has been accepted by close of play on 17th April 2024.
- Don't forget to book your place: <https://www.gmcancer.org.uk/gmcc24>