



Health Education England

Guide to submitting a poster to the West Midlands Advanced Practice Forum / Faculty of Advancing Practice (Midlands) – *Advanced Practice Online Conference: Back to the Future*

Thank you for expressing an interest in submitting a poster for the above-named conference on 12th November 2021.

Please find guidance below aimed at helping you to produce a poster.

Key Information:

*Theme - **Advanced Practice: Back to the Future***

The poster can link to any of the four pillars of advanced practice – we look forward to seeing what you have been involved in!

Deadline for submission of posters: Monday 25th October 2021

Posters can be submitted after this date (up until 30th October 2021), but after the deadline the poster submission will not be eligible for a prize.

- **Prizes:**

The West Midlands Advanced Practice Forum is pleased to be able to offer prizes for the winning entries: *1st Prizes* = £100 vouchers, Runners-up = £50 vouchers.

There will be two categories – one for MSc ACP Students (at Midlands universities) and one for all other submissions from all areas of advanced practice. Therefore, please state clearly on your poster your name, your organisation and whether you are a student on an MSc ACP programme and with which university you are enrolled.

- **Presentation of Posters:**

Posters will be made available to view online before the conference and be judged during Advanced Practice Week (7th-13th November 2021). Winning posters will be displayed on the day of the conference via a rolling presentation. These will be visible at the start of the conference and during each break time. By submitting a poster, you are consenting for it to be shown during the week and at the conference and you will be attending on the day. Posters will be retained by the Forum/Faculty.

- **Poster Judging:**

Posters will be judged by selected members of the Advanced Practice Conference working group. Posters will be judged in advance of the conference and winners will be announced on the day of the conference. Please note, winners may also be given the option of presenting their posters on the day.

Poster Guidance:

Your poster is an opportunity for you to showcase excellence and innovation within advanced clinical practice. They are often considered a snapshot of your work and as such, should include the following information:

- Your name(s), job title and organisation. Please also acknowledge if you are a MSc ACP student and with which university you are enrolled.
- A clear title for the poster - what is the message you want to convey?
- Text that is clear and to the point
- Bullet point and headers displaying key information
- A mix of text alongside graphics and colours to draw interest

Posters should be submitted on a *PowerPoint* slide and can either be audio narrated¹ or not. If you choose to audio narrate your presentation, this should be a maximum of 3 minutes in length. Please note, there is no expectation or requirement that posters need to have an accompanying audio narrative to be eligible for submission or the award prizes.

Poster Submission:

Posters need to be submitted to: apfac.midlands@hee.nhs.uk

The submission deadline is *Monday 25th October 2021*. Posters can be submitted after this date (up until 30th October 2021, but after the deadline, the poster submission will not be eligible for a prize).

¹ To record an audio narrative for your poster, from the 'Insert' tab choose the 'Media' function, and then select 'Audio', followed by 'Record Audio', then select the red 'Record' icon to begin recording. Choose 'Stop' when the recording is completed and then select 'OK' to add it to the poster slide.