RCN Trauma and Orthopaedic Nursing Conference
Friday 14 November 2025

Virtual poster guidelines

Poster presentation
Posters are an important part of the conference programme and time is allotted for all delegates to view. Should you be successful, you will be allocated a virtual poster presentation time, when we ask you to be available to present your poster (please refer to the programme at www.rcn.org.uk/ton25). You will be allocated 5 minutes to present and take questions from delegates.

Poster specifications
- Your poster must be created as a single PowerPoint slide. **Please do not convert your poster into PDF format as we won't be able to display it.**
- Your poster must be in landscape format slide size widescreen 16:9 (this can be changed in either page setup or via the Design tab/slide size depending on your version of PowerPoint)
- Please ensure the text size is no smaller than 24.
- The poster must be created and presented in English.

Submitting your poster
- The deadline for submitting posters is 9am on Monday 27 October 2025
- Submit your poster as an email attachment to rcnevents@rcn.org.uk
- RCN Events will acknowledge receipt

Poster tips
Posters should be as visually stimulating as possible bearing mind:
- font and slide background colours enhance the readability of the slide
- use a clear font and avoid unnecessary italics
- think about the message you are trying to convey and how it can be presented
- try to include illustrative examples where possible.
- don't overwhelm viewers with too much information
- keep language clear and concise, ensure all the information is relevant to the subject and doesn't take too long to read
- ensure all diagrams and pictures are labelled and attributed where appropriate

YouTube has a number of video tutorials for creating virtual posters which may be of help.

Frequently Asked Questions

How long will my poster be displayed for?
Your poster will be displayed on a TV screen on rotation with the other posters at the conference, during the breaks and lunch. You will have an allocated timeslot of 5 minutes to present your poster.

Am I required to always stay by my poster?
No. You will be allocated a virtual poster presentation time, which is the only mandatory time we ask you to be available.

Does my poster have to meet the above dimensions/is there a minimum text size?
Posters should be created in PowerPoint, widescreen (16:9). Please ensure the text size is no smaller than 24

Can my poster contain photographs?
Yes, although you will be required to obtain permission from the owner (if it is not yourself) and any people featuring in the photograph.

How many images should I have on my poster?
The content of your poster is at your discretion although we advise you to make your poster as visually stimulating as possible.

What language should the poster be presented in?
Your poster must be in English.

Will information on my poster appear in the conference brochure?
Yes, presenter and poster details will be listed in the brochure, which will be made available to delegates on the day of the conference.