

# THE ROYAL COLLEGE OF RADIOLOGISTS

## 2016 CLINICAL RADIOLOGY AUDIT POSTER COMPETITION

### GUIDANCE FOR WRITING AUDIT POSTER ABSTRACTS AND PREPARING POSTERS

#### Abstracts

1. The total number of characters (except for Acknowledgements and References sections) is limited by the submission system to 1500, which is equivalent to about 250 words.
2. The following sections of the abstract form must be completed, **background, standard, indicator and target, methodology, results of first round, action plan**, references. If you are submitting a reaudit then ensure that text is also placed within the reaudit boxes. Relevant references should be included in the Reference box. Abstracts submitted where the first SEVEN fields have not all been completed will not be considered.
3. Audit posters are presented to a wide audience. Authors should assume that readers may know very little about the area being audited, particularly if it relates to a sub-speciality field. Ensure that the standard being audited is clearly outlined including target information. Do not just state, for example, "NICE guideline".
4. Some topics have been presented on numerous occasions and although such audits are worthwhile at local level, topics are more likely to be accepted for the RCR's annual Clinical Radiology Audit Poster Competition if they are original.
5. Audits in which the audit cycle has been completed are more likely to be accepted.
6. An audit is a piece of work in which local performance is assessed against a standard with the aim of improving practice, where appropriate. This standard may be locally or nationally produced. If there is no standard against which performance is being assessed this is not an audit and should not be submitted to this competition. An audit is incomplete if the need for improvement has been identified without a clear plan for further action (including intervention, job title of person responsible and date of implementation) and re-audit. Work featuring surveys and research, rather than audit, should not be submitted to this competition.
7. The scientific content of the abstract, and the subsequent poster if the abstract is accepted, should focus on the standard being assessed. Do not get sidelined into detailing other investigations or observations made whilst carrying out the audit. The standard or standards being audited, and their source, must be clearly stated. When local standards are used, it is helpful if information is provided about how this standard was derived. When national or published standards are used these should be referenced so that readers can look up these standards to help them in any similar audits.
8. Readers (including judges) will be interested in originality, standards, recommendations for change, whether change has been implemented, and whether there has been a re-audit to assess the impact of the changes on compliance with the standard and healthcare outcomes. Clearly refer to how results of the audit have been fed back.
9. Ensure that you read the scheme rules before submitting your abstract and note, **if your institution is not part of a Trust, please state your hospital.**

## Posters

10. Posters must be A0 size and in Portrait layout. No other sizes or layout will be acceptable. Posters in other formats will be removed from display and will not be judged.
11. Professional graphics advice is invaluable. If at all possible enlist the help of your local Medical Illustration Department or others with graphics experience. Readers are often attracted to unusual visual layouts with diagrams, pictures and non-textual graphics. The appropriate use of colour is also important. Certain colour combinations should not be used as individuals with colour blindness will not be able to read them.
12. It is possible to produce a poster in Microsoft PowerPoint. However this software is really designed for use in slide presentation and has limitations when it comes to designing a poster presentation, for example size limitations mean that it is not possible to create a full size canvas of A0 proportions i.e. 90cm x 120cm (36" x 48").
13. The poster should be legible and clearly readable at a distance of 1 metre. Use a sans serif typeface e.g. Helvetica, Arial or Trebuchet for best results in legibility.

Suggested font sizes:

- \* Banner: 36pt - 72pt, make it fit
  - \* Title: 36pt - 60pt
  - \* Main body text: 24pt - 30pt
14. The poster should have visual impact as a poster. Do not try to write an essay for presentation in poster form. Limit the amount of text on the poster to ensure that it can be read within a few minutes. The use of charts, tables and other illustrations often obviates the need for long passages of text. Too much information on the poster will cause the viewer to give up reading it. Grab their attention, keep them reading it and make it easy for them to take it all in quickly.
    - \* Remember that the poster will be up in a large arena with many other posters, so you have to get your message across quickly
    - \* Make it dynamic
    - \* Get your main points across simply
    - \* Use bullet points where possible
    - \* Do not clutter up the poster with either too much text or too many images
    - \* Treat the poster like a slide presentation – simple and clear.
  15. Ensure that all components of the submitted abstract are present on the poster, but do not introduce substantially different material or write up a different piece of work.
  16. Very minor, insubstantial changes to the poster (after acceptance of your abstract) e.g., one additional result or one additional author will be acceptable.
  17. Ensure that you read the scheme rules before submitting your poster.