



TWO ISLANDS – MANY VOICES

**UK & IRELAND**  
CLINICAL RESEARCH FACILITY

Annual Conference 2026 | Dublin

## Poster Guidelines

Presenting a poster is a great way to visually share your research work and expertise with a wide range of delegates who are interested to learn about what you have done and give you feedback. The guidelines below give you some tips to help you design and develop your poster and how to display it for presentation at the Conference.

You are asked to follow the guidelines below when producing your poster for presentation at UK & Ireland CRF 2026, and you will require both a printed and a PDF copy of the poster.

### Poster PDF upload

A copy of your poster must be submitted by Monday 22<sup>nd</sup> June 2026. A PDF copy of all posters will be made available on the conference app for poster voting.

Please follow the instructions below to upload your poster:

1. Click on the link to the portal that has been provided in this email. Beside your accepted poster abstract there is a small red box called 'Poster PDF'. Click on the 'Upload' button beside it.
2. A small box will appear, click on Browse and find your Poster PDF file.
3. Click Update.
4. When you have successfully uploaded your file, a tick mark will appear in the red box.
5. You can check and replace the file by clicking on Update and repeat the above steps.

### Poster Location

Posters will be displayed in the Lower Ground Floor and Ground Floor Concourse in Trinity Business School, Trinity College Dublin. All delegates will have access to the poster display.

Your poster number will be displayed on the board where you should hang your poster. Your poster number has been included in this email.

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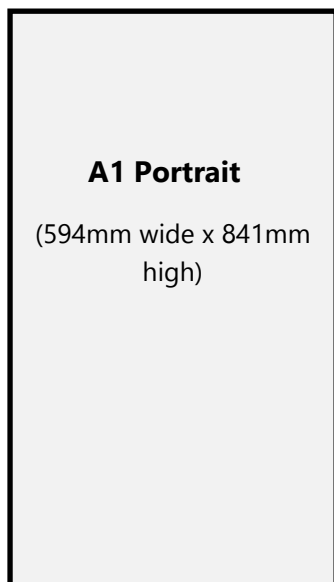


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## Poster Displays



Please print your poster as **A1 Portrait Layout (594 x 841 mm)**. A portrait display board will be provided for your poster display. Refer to the diagram to the left. Failure to follow this requirement will mean that the poster will not fit on the allotted board.

It is recommended that Posters are printed on paper, but this is not a requirement. Fabric tends to not adhere to the boards as well as the paper. However, once they are secured in place, fabric posters are acceptable.

Your board will have a poster number.

The poster boards are made of soft cloth material and Velcro will be used to attach the poster to the board. Velcro will be supplied.

## Poster Format

- Posters should be clear and easy to read. The font size should be sufficiently large to allow people to read from 2-3 metres away. (Minimum of 18pt font size for text and larger for titles). Do not reduce the text size in order to fit more information onto one poster.
  - Although your poster can expand on the information provided in your abstract, try to avoid overload – too much information or a cluttered appearance detracts from the overall impact. Less is more!
  - The simple use of colour can enhance a poster but avoid the temptation towards using too many colours that distract from the content.
  - Consider the use of suitable photographs, images, tables, charts and graphs. Keep logos discrete and to a minimum.
  - The poster background should be plain to ensure legibility
  - Before sending to print do not forget to proofread the poster yourself, and ask someone else to do the same, checking also for clarity.
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## Poster Installation

Posters will be displayed for the duration of the conference.

The boards will be available from 08:00 on Thursday 09 July. Please ensure that your poster is in position by 11:00 and refer to the signage to obtain your assigned poster number. Each board will be numbered.

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## Poster Prizes

A poster winner for each category will be announced at the end of Day 2. Voting will be available throughout the conference via the app. The winning posters will be featured on the UKCRF Network website and promoted on social media post-conference.

At least one poster author must be present for the prize giving at the end of Day 2.

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## Poster Removal

All posters must be removed by 17:00 on Friday 10 July. Should they not be removed by this time the Conference Organiser will take them down and unfortunately no responsibility can be taken for their safe return. After the conference they will be removed and recycled.

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## Poster Printing

Local printer in Dublin:

**Name:** Snap Printing

**Phone:** 01 269 0000

**Email:** [leeson@snap.ie](mailto:leeson@snap.ie)

**Website:** <https://www.snap.ie/contact-a-centre/snap-leeson-street/>

**Name:** Reads

**Phone:** 01 679 9117

**Email:** [info@reads.ie](mailto:info@reads.ie)

**Website:** <https://reads.ie/pages/store-location-dublin>

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## **General Information**

A general information email for all delegates will be issued one week prior to the conference. It will contain practical travel information and tips to help you to make the most out of your visit to Dublin. If you have any queries, please contact [UKCRFN@conferencepartners.com](mailto:UKCRFN@conferencepartners.com).

We thank you for your contribution to the conference and we look forward to seeing you in Dublin.

Kind regards

**UK & Ireland CRF Organising Team**