

**Association of Optometrists**  
**HOSPITAL & SPECIALTY OPTOMETRISTS CONFERENCE 2024**

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**POSTER EXHIBITION - GUIDELINES FOR PRESENTERS**

Poster presentations on any topic related to hospital optometry / specialist practice are invited. This may include clinical, research, audit, service delivery / improvement, management issues etc.

**Format & Size**

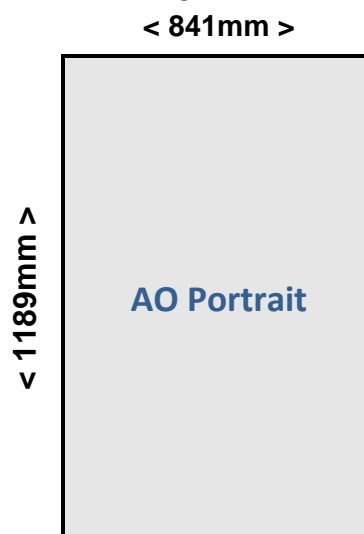
The maximum permitted size of each poster is:  
1189mm Vertically x 841mm Horizontally

This is standard AO size paper in portrait format.

A style using subheadings such as:

- Title,
- Author(s) & Affiliation(s),
- Introduction,
- Method,
- Results,
- Discussion,
- Conclusion.

Should be used where appropriate.



**Author(s)**

At least one author of the poster must attend the conference as a registered conference delegate and **must** be available to discuss the presentation in designated session(s). In the event of a poster prize being awarded this will go to the first optometrist author.

**Abstract**

Poster proposals are to be emailed, using the submission form, by 23:59 hrs on 30 June 2024.

**The email address for submissions is: [spps@hsoc.org.uk](mailto:spps@hsoc.org.uk)**

**IMPORTANT:**

Please use a separate e-mail for each poster include in subject line "HSOC 2024 Poster" along with SURNAME of 1<sup>st</sup> Author. If submitting more than one poster include a unique reference number for each. (e.g. Tompkin-1, Tompkin-2 etc.) Acknowledgements will be sent. If you do not receive an acknowledgement, please text 0777 186 7840.

**Previous Presentation**

When posters have previously been presented at any other event this must be declared. Full details of where and when presented are required. If a previously presented poster does not conform to conference Format / Size requirements, you will need to reprint the poster.

**Sponsorship**

Any form of sponsorship (financial or otherwise) or trade affiliation must be declared.

**Set-up**

On arrival at conference presenters must obtain a poster board number for their poster from the conference desk and then display their poster on the display board at that numbered location using Velcro. No other fasteners are permitted.

**Removal**

Posters must not be removed from display prior to the end of Conference on Sunday. Presenters are responsible for removing their posters. Organisers are not responsible for any poster not removed at the end of the event.

**Hospital & Specialty  
Optometrists Conference**