

## **Step by step guide: Submitting a poster for the Mental Health Congress** Deadline: **Monday 24<sup>th</sup> October** – email your entry to [mhcongress@emap.com](mailto:mhcongress@emap.com)

Thank you for your interest in the Mental Health Congress Poster presentations.

For this year's launch event, we are looking to develop a compelling compendium of innovative and effective projects that have improved mental health services locally. If you have a project or intervention that has achieved innovation and demonstrable results, **we want to hear about it!**

### **How have you transformed strategy into action?**

We are looking to showcase projects which have embraced the principles of the cancer reform strategy and have delivered measurable results.

Our poster display area at the conference will allow you to view some of the most innovative projects taking place in the UK. Submit your own project for recognition, to share best practice and to make new contacts within the mental health community.

### **Submit a short description to begin the submission process**

**Step 1: Submission.** Send your entry to [mhcongress@emap.com](mailto:mhcongress@emap.com)

**To be considered: simply tell us, in no more than 100 words, your project or initiative – what it is, why you did it and what results and benefits it has achieved. Please include:**

- Poster title
- Name
- Job Title
- Organisation
- Telephone
- Email Address

The deadline for entries is: **Monday 24<sup>th</sup> October 2011**

We will judge the posters looking for examples of innovation, joint working, and proven outcomes.

**Step2: Confirmation.** When your poster entry is accepted, we will inform you via email. You should be contacted within 24 hours of your submission. We will need to finalise how much space we will need for the posters at the event and would like to confirm that you or your team will still be able to attend and present your poster.

**Step 3: Register.** **To present your poster, you will need to register as a delegate. However, to thank you for your participation, we are happy to extend a 50% discount to the advertised rate. We will give you the code to claim this discount when we accept your poster.**

**Step 4: Designing your poster.** Posters should be A1 size and contain the following details

- Name of poster presentation

- Logo of organisation
- 100 word summary
- Main text body - max 500 words (Split into two different text boxes – 250 words each)
- 2 or 3 pictures or graphs
- Contact details

There is some flexibility in format, but please try to keep within the word limits.

**Step 5: Printing.** Poster presenters are responsible for printing their own posters. Please take this into consideration while planning and working on your poster. Once printed, you can either post your poster to the venue (details will follow) or bring it with you on the day.

**Step 6: Presenting.** The poster presentations will be an attraction for visitors and delegates of the conference. You will have a card next to your poster and you may state which times you are available. Each poster will also be assigned a code and visitors and delegates will be able to text in and vote for their favourite poster.

The winner entry will be announced at the end of the Congress, and will win a special prize!

If you have any further questions, please email Andy Kinash at [mhcongress@emap.com](mailto:mhcongress@emap.com)

For additional information on the congress, please visit [www.mentalhealthcongress.com](http://www.mentalhealthcongress.com)