**Poster**   
Posters should address topical, innovative and emerging issues related to the theme of ‘**Promoting Sustainability in Healthcare - how to stay positive**’. Ideally you will be available to talk with delegates about your poster during the symposium. However you are able to submit a poster without attendance.

* portrait only (not landscape)
* minimum size A1 up to A0 118.9 x 84.1cm

Consider having an accompanying hand-out of the poster and / or giving further details, references and your contact details.

**Paper presentation**

Paper presentations should relate to this year's theme of ‘**Promoting Sustainability in Healthcare - how to stay positive’**. This is your opportunity to participate fully by presenting your work, passing on your ideas and sharing best practice.

Presenters will be allocated 20 minutes. We suggest you allow about 10 minutes for the presentation and about 10 minutes for group discussion. Presenters are expected to attend the entire session to contribute to the ongoing debate and discussion.

When preparing your presentation and slides please keep language clear and concise. Use a minimum font size of 24, avoiding unnecessary italics and animations. Please do not use jargon, abbreviations or ‘shorthand’. Any abbreviations should be spelt out in full and a brief explanation given e.g: NMC: Nursing and Midwifery Council (the regulatory body for the nursing and midwifery professions in Great Britain)

You may find it useful to make your presentation participative and interactive by:

* giving a brief introduction to your paper
* extracting the key points from your paper and presenting these as bullet points
* engaging with the participants in a way that suits your presentation style
* drawing your presentation to a close by giving an appropriate summary of key points and implications

The best presentations are often the simplest.

Please practice your presentation and ensure you keep to time as this would be considered discourteous to the speakers following you.

**Poster / Paper presentation submission details**

* Provide the title of your poster / paper
* Provide an abstract of no more than 400 words summarising any or all of the following points:  
   - Aims / objectives  
   - Relevance / impact  
   - Outcomes  
   - Discussion
* State clearly the name(s), designation(s) and institution(s) of the author(s), with the full address and contact details of the main correspondent

Submit by **16 January 2018** to [sustainabilityshs@brighton.ac.uk](mailto:sustainabilityshs@brighton.ac.uk)