



Poster presentation guidelines

Congratulations on being accepted for a poster presentation at the Association of Research Managers & Administrators Conference (**ARMA 2026**).

You must be registered in order for your poster to appear in the final programme.

Posters should be A0 portrait (118.9cm high x 84.1cm wide). Presenters must print their own poster beforehand and bring it to the venue.

If you would like to print your poster locally in Harrogate and collect it when you arrive, we recommend contacting one of the below printing companies in Harrogate

- Kall Kwick – sales@kkharrogate.co.uk
 - £35.00 per poster with a standard delivery fee of £12.50 (all costs excluding VAT)
 - PDF copies of your poster must be shared to Kall Kwick by 10th of June to guarantee arrival for the first date of the conference.
 - Delivery can only be accepted at the HCC from the 16th of June 2026.
 - 14 minute walk from HCC

- HG1 Printing – peter@loyaltymatters.co.uk
 - £39.50 per poster with delivery included (all costs excluding VAT)
 - PDF copies of your poster artwork should be supplied as a high-resolution PDF with crop marks and 3mm Bleed.
 - And must be shared by 10th of June to guarantee arrival for the first date of the conference.
 - Delivery can only be accepted at the HCC from the 16th of June 2026.
 - 15 minute walk from HCC

We recommend emailing them in advance to arrange printing and payment. Please note, this is not a service provided by the organisers and should be arranged independently with a printing company.

Posters should be attached to display boards at the venue, situated in Hall C where the exhibition and catering will be located. Boards and Velcro for attaching will be provided.

Posters can be fixed to the boards between 08:30 and 11:00 on Wednesday 17 June.

Please see the email sent to you for your poster number (beginning with P). Poster boards will be numbered, so you should look for the board with your own number.

Presenters are expected to be in attendance at the dedicated poster sessions at lunchtime each day.

- Wednesday 17 June – 12:45 – 14:00
- Thursday 18 June 12:30 – 13:45

Please note that we would advise being by your poster during the tea/coffee breaks as well. Delegates will be able to view your poster during these times and may wish to discuss further.

All posters must be removed from the boards by 14:00 on Thursday 18 June. Posters not removed by this time will be removed and recycled.

Tips for a successful poster presentation:

- Aim to present the key points of your study rather than all the details. Use your poster to gain the interest of the audience (who are not all experts in your field) – if they want to know more, then they can ask a question!
- Remember that all conference delegates have access to your abstract in the conference app, so you can refer the audience to that for specific details.
- Don't attempt to put all the information in your abstract onto your poster – the poster is best showing the key figures (or modified versions of them) from your paper, with the minimum of text to explain what is going on.
- Make sure that your poster is readable at a distance of at least 1 meter – we recommend a final printed minimum font size of 24 to 28 point.
- Ensure font on graphs and figures are readable (at least 18 or 20 point font).
- Make sure the poster has your e-mail address on it so people can contact you. A photo of yourself is helpful if someone is trying to locate you to discuss your poster.

If you have any questions regarding your poster, please email armaconference@abbeyuk.com

Recording of your poster presentation

As part of poster presentation we ask that you also submit a **2-minute** recording of your presentation that will be made available to delegates via a QR code displayed on your poster board. All recordings must be completed and sent preferably via We Transfer to conference@arma.ac.uk by **Friday 15 May**.

We have included some steps on how best to record your presentation using Zoom below, you are of course welcome to record your presentation using other means should you wish.

1. Log in to your Zoom account: <https://zoom.us/signin>
2. If you don't have an account, create a free Zoom account: <https://zoom.us/signup>
3. If you had to create a free Zoom account you will need to activate your account first via the email sent to you right after signing up to Zoom
4. Under "My Account" click on Host a Meeting > with video on
5. The following pop-up will appear – click on "Open Zoom Meetings"
6. The Zoom window will open and you should see yourself on camera. When using this app for the first time, you will need to allow access to your camera and microphone. Please allow access to both so you can start recording your video.
7. Share your screen by clicking on the green icon "Share Screen" on the control panel at the bottom of your screen.
8. Choose the file you want to share (.ppt) and click on the blue "Share" button on the right. Please note, if you have video files with sound in your presentation file, please tick the 'share computer sound' box as well.
9. Tick the slide show mode button of your presentation file before starting to record your presentation. When you are ready, click on three dots "More" and select "Record on this Computer" to start recording your presentation. Alternatively, press ALT+R to start the recording.
10. When you are finished recording your presentation, click on three dots and select "Stop Recording". Alternatively, press ALT+R to stop the recording.
11. You still need to end the meeting so click on red "End" button in the bottom right hand side and choose "End Meeting for all"
12. This will automatically start the converting process. Let the system convert your recording.

13. Once converted, choose where you want your recording saved and click on OK.

Send the MP4 file of your presentation to conference@arma.ac.uk via We Transfer:
<https://wetransfer.com/>

Include the following information in the We Transfer message:

- Presenter Name
- Paper Number
- Paper Title