



**Ljubljana, Slovenia 21-22 April**

## **Poster Submission Guidelines**

### **1. TIMELINES**

23 January 2017	Submission Opens  Email submissions to: <a href="mailto:nick.sharratt@uwe.ac.uk">nick.sharratt@uwe.ac.uk</a>
03 April 2017 (1200 GMT)	Submission Closes
12 April 2017 (on/before this date)	Notification of submission outcomes
21/22 April 2017	Poster presentations

### **2. THEME FOR THE CONFERENCE**

For the final conference of the Appearance Matters COST Action we invite submissions concerning any aspect of Appearance Psychology that relates to any of the five themes of the Action.

These are:

- I. Education
- II. Health Care
- III. Public Health
- IV. Social and Cultural Contexts
- V. Vocational Training

### **3. STRUCTURE FOR SUBMISISSONS**

Please indicate which one of the themes your work is most closely aligned to at the beginning of your submission.

Abstracts should not exceed 250 words (exclusive of the title and indication of theme) and should not include references.

Abstracts should be written in the present or the past tense and can relate to completed research, case studies or clinical observations or to work that is currently in progress. For work in progress please include an indication of your findings to date within the abstract.

Please note that together with your name, title and role abstracts of accepted posters will be made available and disseminated to all attendees of the

conference and may also appear on-line or otherwise in the public domain. Do not include any confidential information or any personal data from which any participant or patient may be identified.

Abstracts should be structured according to the following format, including the specified headings and required information:

### **Empirical Research**

<i>Objectives:</i>	State the objective of the research and the hypothesis tested or research question posed
<i>Design:</i>	Describe the design of the research and the rationale for its adoption
<i>Methods:</i>	Explain how participants were selected, the number of participants, the materials used and the methods of data collection and analysis
<i>Results:</i>	Briefly describe your findings and include numerical and/or textual data
<i>Conclusions:</i>	Assert what conclusions can be drawn from the study. Address theoretical, methodological or applied implications as appropriate. Specify any key limitations that apply to the research

### **Case Studies and Clinical Observations**

<i>Purpose:</i>	State the primary objective of the paper
<i>Background:</i>	Provide some context to the current paper and the phenomenon of interest
<i>Methods:</i>	Provide a justification for using a case study and/or details of how, when and in what context and over what time period the clinical observations have been formulated
<i>Conclusions:</i>	Assert what conclusions can be drawn from the study. Address theoretical, practical or applied implications as appropriate. Specify any key limitations that apply to the data and observations presented

## **4. CRITERIA FOR ALL SUBMISISSONS**

All submissions must include:

- Indication of the most applicable theme
- Title
- Name and institutional affiliation of each author
- Abstract (maximum 250 words)

Please refrain from the use of discriminatory or prejudicial language and please ensure you have all and any necessary consents or permissions required for your work.

## 5. REVIEWING PROCEDURE

Abstracts will be reviewed by a committee invited by the Chair of the Action and the Grant Holder of the Action and will each be assessed by at least two members of the committee on their contribution to knowledge, potential to inform practical application of knowledge, methodological thoroughness, originality, clarity and potential interest to the conference audience.

Authors will be notified of the Committee's decision by e-mail and asked to confirm their attendance. All decisions of the Committee are final.

## 6. FURTHER INFORMATION

Presenters will be required to register and pay at the appropriate rate. No reduced or complimentary registrations are available in connection with the poster presentations.

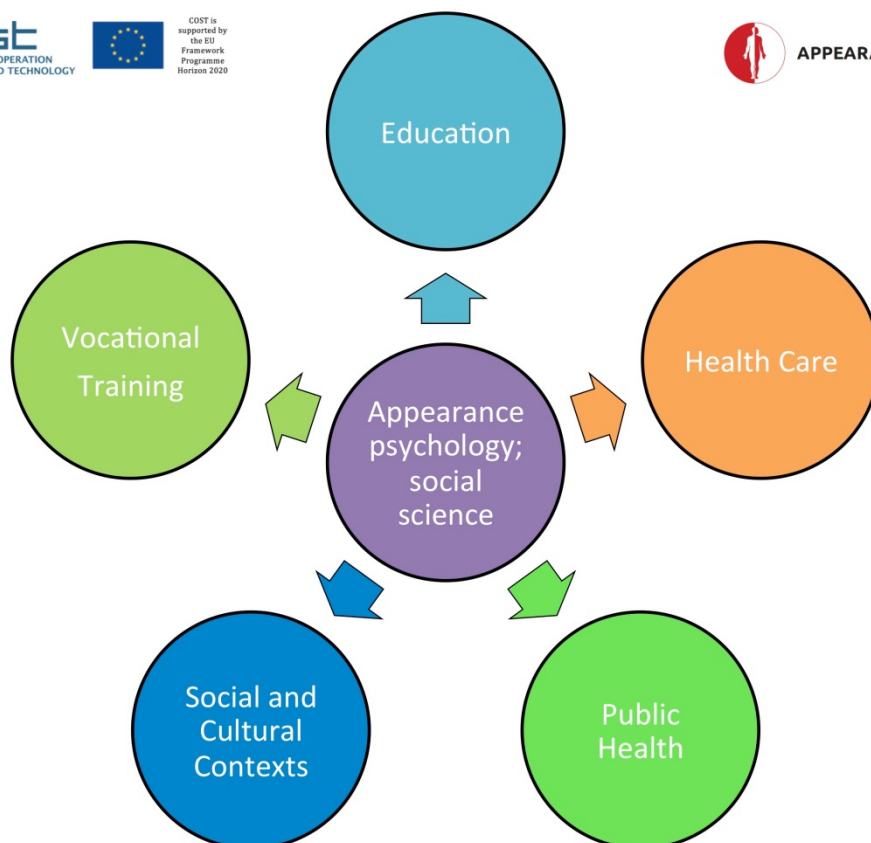
## 7. COST APPEARANCE MATTERS THEMES



COST is supported by the EU Framework Programme Horizon 2020



APPEARANCEMATTERS



## APPENDIX: POSTER SIZE AND LAYOUT REQUIREMENTS

- **We recommend a poster size of A0 (84cm x 118cm) portrait only**
- Size A1 (59cm x 84cm) can be displayed portrait or landscape.
- Poster boards will be set up for you to display your posters on.
- Two posters will be displayed per side of each poster-board.
- You will be allocated a maximum space of 91cm x 122cm to display your poster in. Please see diagram below (not to scale).
- Posters that do not fit within these dimensions may not be allowed to be displayed.
- Remember, if you do use the whole of the poster board, delegates may find it hard to read what is at the bottom of your poster. Try to make your poster as easy to read as possible.
- Make sure you clearly display the title of *your project, your name, your department or faculty and institution*.
- We recommend a *font size of at least 28pt* to ensure the text is legible from a good distance.
- If you want to provide handouts of your poster, we suggest you do this on A4 paper.
- In order to make posters accessible, please remember that the colours **red**, **blue** and **green** in combination are difficult to read for some people.

