

Presentation Guidelines – Oral and Poster Presenters
ISPE AfRIG & MURIA 5th Annual Conference on Pharmacoepidemiology in Africa
Accra, Ghana | 20–22 April 2026

Dear Presenter,

Congratulations on the acceptance of your abstract at AfRIG 2026. Please use the following guidelines when preparing your oral presentation or poster.

PART A – ORAL PRESENTATIONS

Format

- **Duration:** 12 minutes for presentation + 3 minutes for Q&A
- **Slides:** 12–15 recommended (do not exceed 18)
- **File format:** PowerPoint (pptx); bring a USB backup
- **Language:** English
- **Upload your slides at the Speaker Ready Room at least 1 hour before your session**

Recommended Slide Structure

Slide Content

- 1 **Title** — Study title, all authors with affiliations, presenter name underlined
- 2 **Disclosures** — Funding sources and conflicts of interest for all authors (required)
- 3 **Background** — Public health problem, evidence gap (3–4 bullets maximum)
- 4 **Objective** — One sentence clearly stated
- 5 **Study design** — Visual diagram showing data source, exposure, comparator, outcome, follow-up
- 6 **Study population** — Attrition/flow diagram with N at each step
- 7 **Exposure & outcome definitions** — Drug/disease codes (ATC, ICD-10), algorithm, validation
- 8 **Statistical methods** — Analysis approach, confounding control, balance metrics



Slide Content

- 9 **Baseline characteristics** — Table 1 comparing study groups
- 10 **Primary result** — Main estimate with 95% CI, key figure (forest plot, KM curve, or chart)
- 11 **Secondary/subgroup results** — 3–5 key stratified findings
- 12 **Sensitivity analyses** — Robustness of primary result
- 13 **Limitations** — 3–5 specific points
- 14 **Conclusions** — Main finding and implications for practice or policy

Backup slides (code lists, supplementary tables) may be appended after conclusions for Q&A reference. These are not presented.

Time Allocation

Section	Suggested Time
Background & objective	2 minutes
Methods	3–4 minutes
Results	4–5 minutes
Limitations & conclusions	2 minutes

Please rehearse with a timer. Sessions will be kept strictly to schedule.

Slide Design

- **Fonts:** Sans-serif (Arial, Calibri), 28–32 pt for titles, 22–26 pt for body
- **Layout:** Maximum 6 lines per slide; one key message per slide
- **Colors:** Light background with dark text; use color for emphasis, not decoration
- **Figures:** Label all axes, including legends, show the null reference line on forest plots
- **Tables:** Minimize gridlines; bold the primary result row
- **Do not** read your slides word for word — use bullets as prompts and speak to the audience

Tips for Q&A

The audience may ask about:

- Generalizability of findings to other settings
- Data quality and how missing data were handled
- Choice of comparator and confounding approach
- Implications for drug policy, pharmacovigilance, or clinical practice

We recommend preparing a brief (2–3 sentence) response for each.

Oral Presentation Logistics

- Personal laptops are not permitted at the podium; presentations will run from the session room computer
- Arrive at your session room 15 minutes before the session starts
- Introduce yourself to the session chair upon arrival

PART B – POSTER PRESENTATIONS

Poster Dimensions and Format

- **Size:** A0 portrait (841 mm wide × 1189 mm tall / 33.1 in × 46.8 in)
- **Orientation:** Portrait (vertical) only
- **Language:** English
- **Printing:** Presenters are responsible for printing their own poster and bringing it to the conference
- **Materials:** Poster boards and push pins will be provided on site



Recommended Poster Layout

Organize your poster in the following order, reading left to right and top to bottom:

Section	Guidance
Title banner	Study title, all authors with affiliations, presenter name underlined, institutional logos. Use the full conference title: "ISPE AfRIG & MURIA 5th Annual Conference, Accra 2026"
Background	3–4 sentences. State the clinical or public health problem and the knowledge gap
Objective	1–2 sentences. Clearly state the primary aim
Methods	Study design, data source (name, country, years), population, exposure/outcome definitions, statistical analysis. Include a study design diagram if possible
Results	Present the primary finding with point estimate and 95% CI. Use figures (forest plot, bar chart, KM curve) and tables. Tables and figures should be large enough to read from 1 meter away
Conclusions	2–3 sentences. State the main finding and its relevance to African health systems or policy
Limitations	2–3 bullet points
References	Key references only (3–5 maximum)
Disclosures	Funding sources and conflicts of interest (required)
Contact	Presenting author email address



Poster Design

- **Title font:** 72–96 pt, bold
- **Section headings:** 36–44 pt, bold
- **Body text:** 24–28 pt (must be readable from 1 meter)
- **Font:** Sans-serif throughout (Arial, Calibri, Helvetica)
- **Colors:** Use a clean, light background; limit to 2–3 accent colors
- **Figures and tables:** Should occupy approximately 40–50% of the poster area; label all axes and include legends
- **White space:** Leave adequate margins and spacing between sections — do not overcrowd
- **Do not** paste your manuscript onto the poster; the poster is a visual summary, not a paper

Poster Content Tips

- Keep text concise — total word count should be 300–800 words (excluding tables and references)
- Lead with your most important result — make it the visual centerpiece
- Use bullet points, not paragraphs
- Number your tables and figures with descriptive titles
- A QR code linking to supplementary materials or a preprint is welcome

Poster Session Logistics

- **Setup:** Mount your poster at the designated board number during the morning setup window on your assigned poster day
- **Attended session:** You must be present at your poster during the designated poster session time to discuss your work with attendees
- **Removal:** Remove your poster by the end of your assigned poster day. Posters left behind will be discarded
- **Poster number:** Your poster board number will be communicated in your session assignment email



GENERAL REMINDERS (ALL PRESENTERS)

- If you are unable to present, a listed co-author may substitute — please notify us at afrig2026@corpcommghana.com as soon as possible
- All presenters must be registered for the conference
- Accepted abstracts will be published in a supplement of Pharmacoepidemiology and Drug Safety (PDS)
- Disclosure statements are required for both oral and poster presentations
- Conference badges must be worn at all times during sessions

We look forward to your presentation in Accra.

Warm regards,

Scientific Program Committee

AfRIG 2026