Festival of Impact Poster Competition – Call for Posters

About the competition

Leading up to and during the Festival of Impact we will be running a poster presentation competition. Festival delegates and CPRL members will be encouraged to vote for their favourite with the winners being announced at the Festival. There will be a £50 Amazon voucher for the winners.

Posters are welcome on the theme of the Festival which is impact – impact on academic policing research and/or impact on policing practice. This can include both potential impact for ongoing work, as well as realised impact for completed projects. Posters are encouraged by both academics and CPRL police partners.

The purpose of your poster is to communicate your project to others in a very concise, yet engaging manner. Each poster presentation should comprise a brief description of your project, what you are intending to do or have done in your work, and the expected or realised impact from your project.

Posters can be submitted either as a **printed poster** or as **an interactive poster**; requirements for each are outlined below.

A panel from CPRL will review all of the submissions. The best posters, whichever format, will be invited to either host a display stand during the Exhibition session and/or to have their posters broadcast on rotation throughout the Festival. Successful poster owners will be invited to attend the Exhibition session (**28th September 12:00 to 14:15**) to answer questions and to discuss their work with Festival delegates, if available to do so. Successful applicants will also be welcome to attend the Festival across both days.

The successful posters will be publicised prior to the conference to allow Festival delegates to watch and vote for the best poster at their leisure, as well as having the ability to vote during the Festival. Therefore, create a poster that is able to stand alone as a clear communication of the project without the team present.

How to make a submission

Poster submissions should be completed by the closing date of **midday 9th September** *(extended from 5th September).* Submissions will be considered by the review panel. Successful submissions will be notified by **12th September** with details of next steps.

Format requirements

For interactive poster submissions, the final deliverable will need to be supplied as follows:

- A **recording in Microsoft Teams** by the project lead/team talking through their poster (either on or off camera). This should showcase the outcomes and impact of your work, or a synopsis of your work in progress.

- The poster should be **one PowerPoint slide, using the template provided,** which is shown on screen throughout**.**

- Recordings should be a maximum of **3 minutes**

- Information on how to create an interactive poster appears below.

For poster submissions, the final deliverable will need to be supplied as follows:

- All posters will be printed at A1 size (59.4 x 84.1cm). Please ensure that any images included as part of your submission are of a high enough resolution for this size. If selected, we will arrange printing.

- Posters can be either portrait or landscape

- A poster generally has a title, your name and/or the name of your area along with an explanation of the type of work you manage.

Please send submissions to oupc@open.ac.uk with the email subject line 'Poster submission – CPRL Festival of Impact'.

Please note, by submitting a poster you consent to your name and poster title being included in the event proceedings as well as other relevant CPRL media and communications, including (but not limited to) the CPRL website and CPRL Annual Report.

If you have any questions, please contact oupc@open.ac.uk

A reminder the deadline for your completed entry is **Midday 9ᵗʰ September**.

For further information about the Festival of Impact and to register, please click here .

Interactive Poster

Recording Instructions

Please note that your video should be no longer than 3 minutes and your presentation should be accompanied by your poster on-screen at the same time - this should be a single PowerPoint slide. Your presentation should include a brief description of your project, what you are intending to do or have done, and the potential or realised impact from your project.

Option 1 – Microsoft Teams recording

First, prepare and save your PowerPoint slide presentation. When you are ready to record your video, open Microsoft Teams and follow the instructions below:-

1. Click on the 'Calendar' option at the left side of the screen
2. Click on the 'Meet now' button at the top right corner
3. Click 'join now'
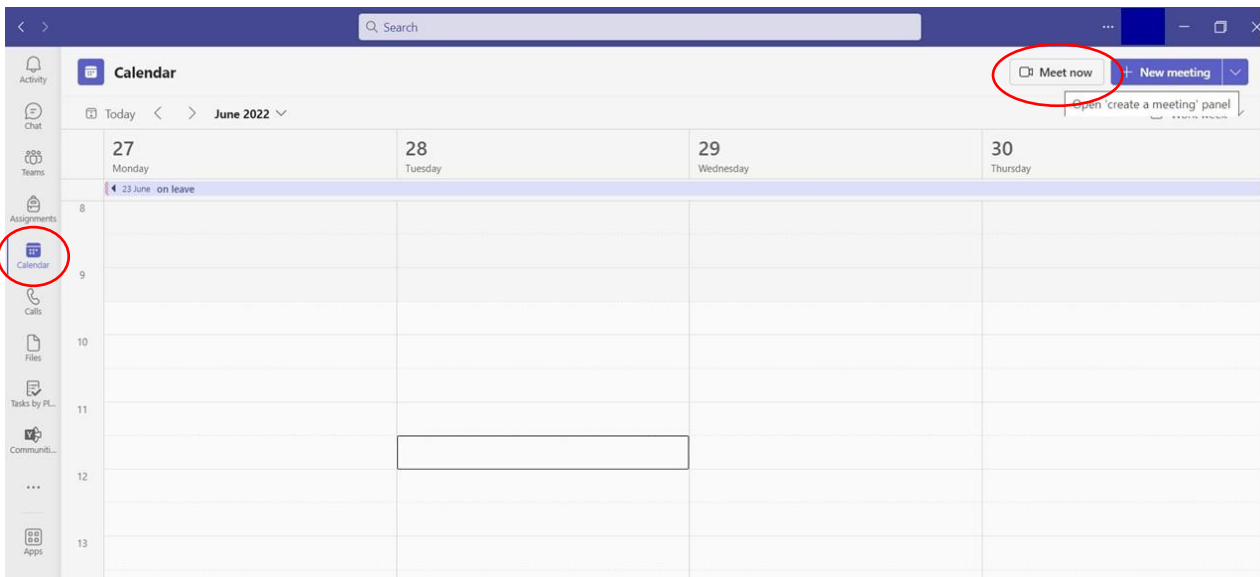
4. Now select the 'share' option
5. Then select 'browse my computer'
6. Locate your PowerPoint slide and open it
7. Your presentation should load on to your screen
8. Now select the three dots '… more' option at the top and select 'start recording' which is listed near the bottom of the list
9. When you have finished presenting, click again on '… more' and select 'stop recording'
10. You can now exit the meeting and go to the 'chat' option within Teams on the left
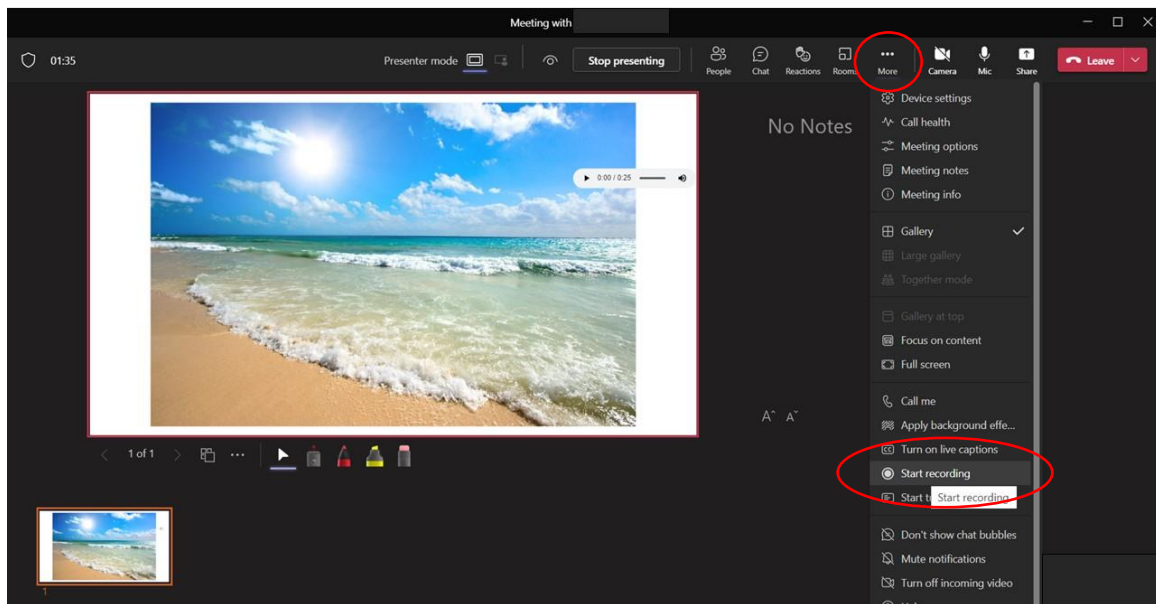
11. You should see the meeting which you just opened to record your video at the top of the screen on the left. Select it to open it.
12. You will now see an option to 'Download video locally'.
13. Select the blue box with the downwards arrow to download your file.
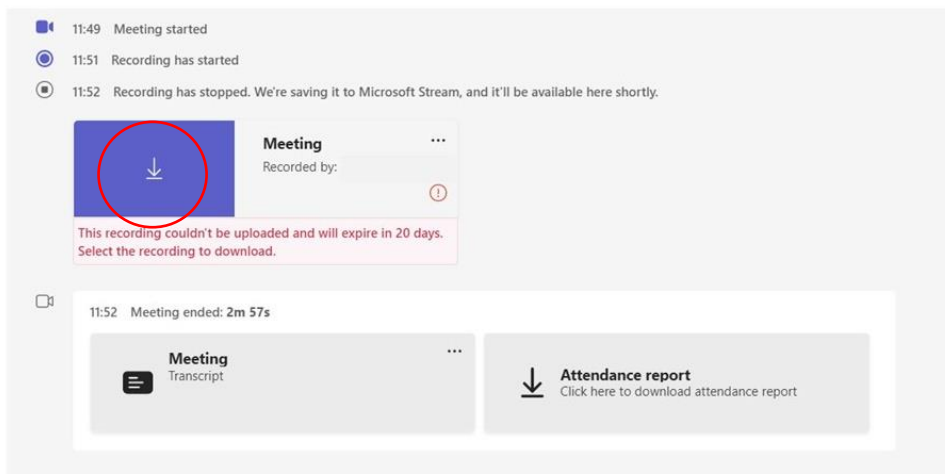
14. Your file will be saved and found in your downloads folder
15. Please save your document with your **first name** and **surname** and **date** within the file name.
16. Then email your final document as an MP4 file to oupc@open.ac.uk and in the subject line type **Festival of Impact Poster Submission,** including the permission table below with your selections.
17. Please ensure your email has your name clearly contained in it.

Option 2 – PowerPoint slide with audio recording added

1. Create and save your presentation sheet.
2. To add audio, select at the top of the page: Insert, Media, Audio, Record Audio. You will then be given the option to record and stop recording.
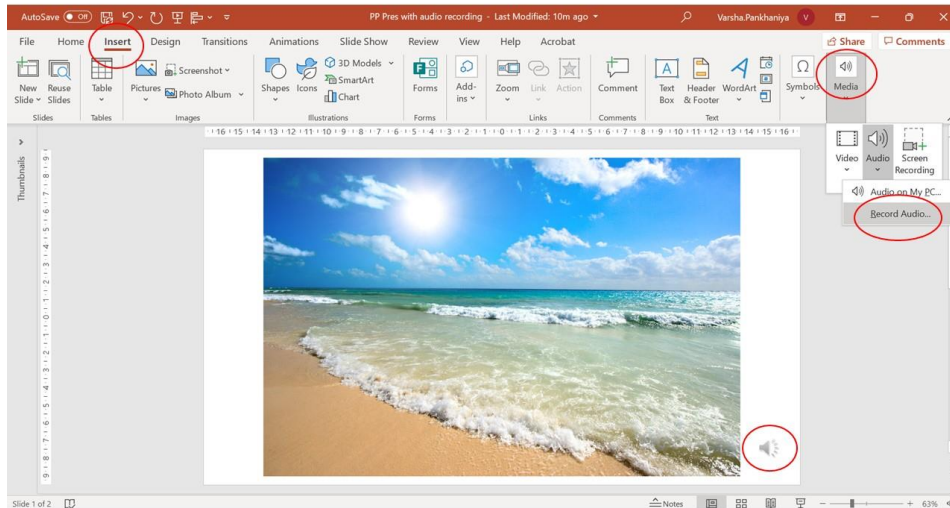
3. Your audio will be embedded within your PowerPoint presentation (as an image of a speaker). To play the audio, select slideshow, then press enter – this will start your recording playback
4. Please save your presentation as a PPT file with your **first name** and **surname** and **date** within the file name.
5. Then email both your final document to oupc@open.ac.uk and in the subject line type **Festival of Impact Poster Submission**, including the permission table below with your selections.
6. Please ensure your email has your name clearly contained in it.

SOME TIPS ON RECORDING

Preparation - All presentations must be a **maximum of 3 minutes**; therefore, you may wish to have a few rehearsals before recording. The average person speaks 140 words per minute so bear this in mind when scripting/planning your presentation.

Lighting and background - Sit somewhere with an even light, so a meter or two in front of a window or with a lamp in front of your PC/laptop; never with the window behind you.

Camera placement - Ensure the webcam is at eye level, you can always use a book or two to help elevate the position of the laptop/camera.

Headphones and microphones - Sound is crucial so please wear a set of headphones with mic/earbuds with mic if you have them.

Clothing tips - Bright colours work well on camera, dark colours look drab. A coloured scarf or tie is a good option. Avoid fine stripes and checked patterns as these cause interferences on camera.