INSTRUCTIONS FOR POSTER DISCUSSION PRESENTERS

The ESMO 2014 Congress organisers look forward to seeing your poster on display for the Poster Discussion session and thank you in advance for your co-operation in following these guidelines:

- The size of the poster must be **1,90 m wide** by a maximum of **0.90 m high**. Presentation format is **horizontal** format.
- An optimal lay-out of your poster will attract the attention of other Congress delegates. Text should be easy to read at a distance of 1 metre. Use colour wherever possible.
- You must include all material to support your presentation, such as tables, drawings, charts and pictures.
- QR codes are allowed on the poster, however please refer to the Important notice further down.
- At the bottom of the poster, please include your and/or the corresponding author **email address**. Having copies of your material for distribution is also a good means of communication.
- Please see [http://www.esmo.org/Conferences/ESMO-2014-Congress/Programme](http://www.esmo.org/Conferences/ESMO-2014-Congress/Programme) for schedule details.

Pre-Congress

- It is essential that you send a **complete copy of the poster content** to the ESMO Congress Department (programme@esmo.org) no later than **Friday, 5 September 2014**. This material should include a copy of the tables, line drawings, photographs, a description of the methods, a summary of the findings and your conclusions.
- You must also send 2-3 **slides** outlining the salient points of your study and **send them by email** to the ESMO Congress Department (programme@esmo.org) no later than **Friday, 5 September 2014**. The ESMO Congress Department will collate all poster content and PowerPoint slides and forward them to your invited Discussant. He/she will then select the slides or group them as appropriate for their own presentation. Please note that Discussants may choose to directly copy and use slides you have submitted. Any sensitive or copyright material should be descriptive and included in the general content information.
- **Your cooperation in respecting these deadlines** will allow the Discussants sufficient time to prepare a thorough discussion of the subject and, if necessary, to contact you directly before the Congress concerning the data of your study.

**IMPORTANT NOTICE**

In order to respect CME and ESMO compliance policy for scientific balance and impartiality, **ESMO will assign auditors to all presentations** given during the official ESMO 2014 Congress programme. This will apply to all presentations made throughout both the educational and scientific programme, including all abstract-related Proffered Papers (oral presentations), Poster Discussions and Posters.

Slide presentations and posters may not present a commercial bias or use clearly identifiable commercial templates. The ESMO reviewers will be responsible for advising the Scientific Committee of any inappropriate commercial bias, promotion or branding unless clearly stated in a balanced and objective manner.
Onsite

- Please hang your poster outside the room of your Poster Discussion session. The poster will remain on display for one day, i.e. the day of your Poster Discussion session.

- Poster boards allow for the use of double-sided tape only. Double-sided tape will be provided onsite.

- Please follow the time-line provided below and note the time when you must hang and remove your poster. Removal of all used tape would be highly appreciated. The Congress organisers bear no responsibility for the return of material not removed on time.

- Your presence is required during the Poster Discussion session on the day stated in the online searchable programme and at the time stated below.

**Poster Discussion timeline:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>09:00-09:30</td>
<td>Please set-up your poster outside the room of your Poster Discussion session. It should be on the poster board, bearing your final abstract publication number.</td>
</tr>
<tr>
<td>09:30-16:30</td>
<td>Poster viewing.</td>
</tr>
<tr>
<td>12:45-13:45</td>
<td>Your presence is required for the duration of the Poster Discussion session</td>
</tr>
<tr>
<td>13:00-14:00</td>
<td>Note: Please check the online programme, as some session times vary</td>
</tr>
<tr>
<td>16:30-17:00</td>
<td>You may remove your poster.</td>
</tr>
<tr>
<td>17:00-17:30</td>
<td>Congress staff will remove all posters left on the boards. Please note that the organisers do not take any responsibility for returning uncollected material to the authors.</td>
</tr>
</tbody>
</table>

We would like to draw your attention to the **ESMO No-show Policy:**

The abstract's first and presenting author who, without notice, is not present during the Poster Discussion **will be barred from having abstracts accepted** for the following two ESMO Congresses.

The ESMO 2014 organisers wish you a successful presentation.