

## **INSTRUCTIONS FOR PRESENTERS (POSTER DISCUSSION)**

The ELCC organisers look forward to seeing your poster on display for the **Poster Discussion session(s)** and thank you in advance for your co-operation in following these guidelines:

- The size of your poster must be **190cm wide x 95cm high**. Presentation format must be **horizontal**.
- It is essential that you also send a complete copy of the poster content (1 PPT slide or PDF) to the ELCC Secretariat ([programme@esmo.org](mailto:programme@esmo.org)) **no later than Wednesday, 21 March 2018 (Monday, 2 April for LBAs)**. 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 should also prepare **2-3 Powerpoint slides** summarising the most pertinent details of your study and send them by email to the ELCC Secretariat **no later than Wednesday, 21 March 2018 (Monday, 2 April for LBAs)**. The ELCC Secretariat will collate all poster content and slides and forward them to the session Discussants. The Discussants will then select the slides or group them as appropriate for their presentations. Your cooperation in respecting this deadline will allow the Discussant sufficient time to prepare a thorough review of the subject and, if necessary, to contact you directly before the Congress concerning your data.
- An optimal lay-out of your presentation will attract the attention of other Congress participants. Text should be easy to read at a distance of 1 meter. Would the use of colour be helpful?
- You must include all material to support your presentation, such as tables, drawings, charts and pictures.
- QR (Quick Response) and/or AR (Augmented Reality) codes are allowed in the poster, However, although ESMO accepts that these may go to a commercial/branded website, we suggest avoiding links to websites containing blatant product advertising. If you intend adding a QR to your poster, please add the following disclaimer notice: "Copies of this poster obtained through QR (Quick Response) code are for personal use only and may not be reproduced without written permission of the authors." Please also refer to the IMPORTANT NOTICE further down.
- If the study has received funding, this must also be acknowledged on your poster: "Study sponsored by..."
- At the bottom of the poster, please include your and/or the corresponding author email address. This will prove especially useful if another ELCC 2018 delegate wishes to contact you about your work. Having copies of your material for onsite distribution is also a good means of communication.
- Please see <http://esmo.org/Conferences/ELCC-2018-Lung-Cancer/Programme> for schedule details.

### **POSTER DISCUSSION TIMELINE**

- Please hang your poster bearing the final publication number in the exhibition (**Hall 1**) between the hours of 12:00 and 13:00 on **Wednesday, 11 April 2018**. A hostess will be available during this period to provide you with the necessary double-sided tape.
- You may remove your poster **between 16:30 and 17:15 on Friday, 13 April 2018**. After 17:15 on Friday our 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.**

Your presence is required during the **entire Poster Discussion session** where your abstract is scheduled on the day stated in the online searchable programme. Please refer to the online programme for reference.

As an additional service, you will be able to upload your poster in electronic, searchable format (**E-POSTER**). This is a **non-mandatory** option and **does not replace** the paper poster. More details will be made available shortly.

**IMPORTANT NOTICE:** In order to respect CME and ELCC compliance policy for scientific balance and impartiality, the ELCC organisers will assign auditors to all presentations given during the official ELCC 2018 programme. This will apply to all presentations made throughout the 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. ELCC 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.

#### **ELCC 2018 No-show Policy**

The abstract's first and presenting author who, without notice, is absent during the session when his/her abstract is presented will be barred from having abstracts accepted for the following **2 (two) European Lung Cancer Congresses**. The name of the first and presenting author will also be forwarded to the programme committee of each of the organising societies.