

INSTRUCTIONS FOR PRESENTERS: POSTER DISCUSSION

ESMO looks forward to seeing your poster on display for the **Poster Discussion session** and thanks you in advance for your cooperation in following these guidelines:

- Format of the poster is **horizontal** (landscape). The maximum poster size is **190cm width x 100cm height**.
- An optimal lay-out of your poster will attract the attention of other Congress participants. Text should be easy to read at a 1-meter distance. Use colour wherever possible.
- You must include all material to support your presentation, such as tables, drawings, charts and pictures.
- QR (Quick Response) and/or AR (Augmented Reality) and text key 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 or a text key code to your poster, please add the following disclaimer notice: "*Copies of this poster obtained through QR (Quick Response) and/or text key codes 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 Congress participant 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://www.esmo.org/Conferences/ESMO-2018-Congress/Programme> for schedule details.

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 2018 programme. This will apply to all presentations made throughout both the educational and scientific program, including all abstract-related sessions: Proffered Papers, Poster Discussions and Poster Displays.

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.

E-POSTER, USB & POSTER PRINTING

ELSEVIER B.V. has been appointed by ESMO to contact you to in order to give you information about the following services:

- **Electronic Poster (ePoster):** In addition to your mandatory paper poster, you will have the option to include an ePoster version available electronically via searchable screens located in Hall A3. ePosters will be also included in the **Poster USB** distributed onsite. Inclusion of your poster in the ePoster and USB service is free of charge and is NOT mandatory.

PLEASE NOTE: ePosters are **NOT** a replacement for paper posters. All poster presenters must print their poster according to the size cited above and hang it in the dedicated poster area (Hall B4).

- **Printing:** ELSEVIER B.V. will also provide a poster printing service upon payment (posters@ReedElsevier.com)

PRE-CONGRESS PREPARATION

It is essential that you send the following material by email to the ESMO Scientific Programmes Department (programme@esmo.org) no later than **Friday, 21 September 2018 (Monday, 1st October for LBAs and PR abstracts)**

- A complete copy of your **poster** (format: PDF or 1 PowerPoint slide). This should include a table, line drawings, photographs, a description of the methods, a summary of the findings and your conclusions.
- **2 to 4 slides maximum** outlining the salient points of your study. The ESMO Scientific Programmes Department will collate all poster contents and slides and forward them to the invited Discussants. They 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 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. Minor changes may still be made to the onsite presentation as long as ESMO / the invited Discussant is aware of anything which may affect the invited Discussant's own presentation.

DISPLAY INFORMATION & SCHEDULE

- Please hang your poster **bearing the final publication number (FPN)** in the dedicated poster area of **Hall B4** as per schedule below. Poster Discussion posters will be displayed for the duration of the whole Congress UNLESS under embargo (see details below).
- Poster boards allow for the use of double-sided tape only. ESMO will provide double-sided tape in the poster area.
- Your presence is required during the entire Poster Discussion session in which your abstract is presented.

POSTER HANGING AND REMOVAL TIMELINE

Please note below the time when you must hang and remove your poster.

Removal of all used tape would be highly appreciated.

ESMO does not bear any responsibility for returning uncollected material to the authors.

*Saturday, 20 October 07:30-09:00	Hang your poster on the poster board in <u>Hall B4</u> bearing your final publication number (FPN)
From Saturday, 20 October to Monday, 22 October	Poster on display
Monday, 22 October 17:00-18:30	Remove your poster
Monday, 22 October 18:30-19:00	Congress staff will remove and dispose all posters left on the boards

***IMPORTANT NOTICE**

Presenters of Late-Breaking Abstracts (LBA) and/or Press programme (_PR) abstracts accepted for Poster Discussion can hang their poster **ONLY** at the beginning of the session during which their abstract is presented, i.e. when the abstract embargo is lifted.

ESMO staff will be available to assist with the hanging of the LBA and _PR posters while you attend the session itself. Please contact programme@esmo.org for further details.

Poster removal time will remain as per the schedule above.

ESMO 2018 NO-SHOW POLICY

The abstract's first and presenting author who, without notice, is absent during the Poster Discussion session when his/her poster is presented will be barred from having abstracts accepted for the following two ESMO Congresses.