

## **INSTRUCTIONS FOR PRESENTERS: POSTER DISPLAY**

The ESMO Breast Cancer 2019 Congress organisers look forward to seeing your poster on display during the meeting and thank you in advance for your co-operation in following these guidelines:

- You are required to be in front of your poster during the Poster display presentation (Poster Cocktail) on **Friday, 3 May from 12:15 to 13:00**.
- The size of the poster must be a maximum of **0.95 m wide** and **1.50 m high**. Presentation format is **Vertical**.
- An optimal lay-out of your poster will attract 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.
- **Due to current scrutiny regarding financial transparency, IT IS STRICTLY MANDATORY that you dedicate a section of your poster to any conflict of interests you need disclose, even if to confirm that you have nothing to declare.**
- If the study has received funding, this must also be acknowledged on your poster, "Study sponsored by..."
- QR (Quick Response) and/or AR (Augmented Reality) codes are allowed in the poster. Although ESMO accepts that QR and/or AR codes 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.
- At the bottom of the poster, please include your and/or the corresponding author **email address**. This will prove especially useful if another ESMO Breast Cancer 2019 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 <https://www.esmo.org/Conferences/ESMO-Breast-Cancer-2019/Programme> for schedule details.
- Please hang your poster in the Poster area (first floor) of the Congress venue on the day and time scheduled. Posters will be displayed for viewing according to the final category.

### **IMPORTANT NOTICE**

In order to respect ESMO Breast Cancer 2019 compliance policy for scientific balance and impartiality, ESMO will assign auditors to all presentations given during the official ESMO Breast Cancer 2019 Congress programme. This will apply to all presentations made throughout the entire programme, including all Posters.

Posters must not present a commercial bias or use clearly identifiable commercial templates. The ESMO Breast Cancer 2019 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.

### **DISPLAY INFORMATION**

- Poster boards **allow for the use of double-sided tape only**. The Congress organisers will provide double-sided tape in the poster area.
- 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. ESMO bear no responsibility for the return of material not removed on time.
- During the Poster presentation session, the Chairperson(s) of your category will visit the session and assign the Best Poster Award.

## POSTER PRESENTATION (DISPLAY) TIMELINE

<b>Set-up</b> Thursday, 2 May 2019 <b>10:30-17:00</b>	Hang your poster on the poster board in the <b>Poster area</b> (first floor) bearing your final publication number (FPN). A hostess will be available during this period to provide you with the necessary double-sided tape.
<b>Poster viewing</b> Friday, 3 May <b>12:15-13:00</b>	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
<b>Dismantling</b> Saturday, 4 May <b>11:00-12:00</b>	Remove your poster. Removal of all used tape would be highly appreciated. After 12:15 the Congress staff will remove and dispose all posters left on the boards. <b>PLEASE NOTE:</b> The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes*).

\*Poster presenters are advised to check in to the cloakroom their poster boxes to store them safely.

## e-Posters

In addition to your mandatory paper poster, you have the option to submit a copy of your poster in electronic format. Please see the technical requirements below.

Kindly note that the e-Poster is an additional, non-mandatory service for presenters and does NOT replace your printed poster.

e-Posters may be viewed onsite during ESMO Breast Cancer 2019 at dedicated stations in the Poster area, 1st floor. They will also be available after the event in the "Congress resources" section.

Please submit your poster as a 1-page PDF-file in landscape orientation.

- File format: PDF
- Poster size in pixel: 1536 width x 1080 height – landscape orientation
- Poster size in cm: 54,2 width x 38,1 height – landscape orientation
- Font size: ≥ 16

In case you wish to add a video to your poster, please keep these requirements in mind:

- File format: .pptx only
- Video formats: .mp4, .mpg, .mov, .avi
- Max file size: 50 MB
- Max number: 5 videos
- Sound: not supported

Posters must be uploaded to the ESMO Breast Cancer 2019 presentation upload and preview system:

<https://cslide.ctimeetingtech.com/breast2019>

For your convenience, templates are available for download which already have the correct dimensions.

Electronic posters (ePosters) can be uploaded also during the Congress. The deadline is Saturday, 4 May 2019.

If you need further information or assistance, please contact the support team at [breast@support.ctimeetingtech.com](mailto:breast@support.ctimeetingtech.com)

## ESMO No-show Policy

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 presentation (display) time **will be barred from having abstracts accepted** for the following two ESMO Congresses.

The ESMO Breast Cancer 2019 organisers wish you a successful presentation.