## INSTRUCTIONS FOR E-POSTER:

The MAP 2020 Virtual Congress organisers look forward to seeing your e-poster during the meeting and thank you in advance for your co-operation in following these guidelines.

## PREPARING YOUR EPOSTER MATERIAL

**File name**: The name of your file presentation file should include:
- Session title
- Final Publication Number
- Presenter's name

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý}, { etc.) to name your presentation.

We suggest to include your **e-mail address** in the e-poster, this will allow attendees to contact you in case questions.

## SLIDE DESIGN

1. **Text:** Your guiding principle should be **"As much as necessary, as little as possible"**.
   The text should be concise and to the point, key facts may be highlighted.

2. **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).

3. **Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read.

4. **Images:** It is recommended that you collect your illustration material well in advance. Do not select too many images and concentrate on those which support your key points and conclusions optimally.

## TECHNICAL REQUIREMENTS

1. **Format:** Electronic posters will be accepted in pptx or PDF format.

2. **Versions:** If pptx, MS PowerPoint 2010, 2013 or 2016.

3. **File size:** The maximum file size per poster should be 500 MB.

4. **Page orientation:** Set the slide size of the page to "On-screen show" and landscape orientation in the page set-up section. Portrait orientation will not be displayed properly.

5. **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.

In case of any technical problems during the upload, please contact map@support.ctimeetingtech.com

## UPLOADING YOUR POSTER

Posters must be uploaded to the MAP 2020 Virtual Congress presentation management system by **Thursday, 24 September 2020**. Further instructions to access in the management presentation system will be sent you by CTI.

## IMPORTANT NOTICE

In order to respect MAP 2020 Virtual Congress compliance policy for scientific balance and impartiality, ESMO will assign auditors to all presentations given during the official the MAP 2020 Virtual Congress programme. This will apply to all presentations made throughout the entire programme, including all e-Posters.

e-Posters must not use clearly identifiable commercial templates. The MAP 2020 Virtual Congress 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.

## ESMO No-show Policy

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

The Poster's first and presenting author who, without notice, does not provide the required e-poster for the congress will be barred from having abstracts accepted for the following MAP Congress.