

INSTRUCTIONS FOR E-POSTERS

We look forward to seeing your e-Poster on display during the meeting and thank you in advance for your co-operation in following these guidelines.

PREPARING YOUR E-POSTER

- Please add clearly the **FINAL PUBLICATION NUMBER** to your e-Poster.
- We also suggest that you add your **e-mail address** to the e-Poster: This will allow other attendees to contact you in case of any questions.
- Please rename your file before the upload as: **“Final Publication Number - Presenter’s name”**
To avoid any compatibility problems, do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý), { etc.) in the file name.
- QR (Quick Response), AR (Augmented Reality), text key codes are allowed. 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, AR or a text key code to your e-poster, please add the following disclaimer notice: "Copies of this e-poster obtained through QR, AR and/or text key codes are for personal use only and may not be reproduced without written permission of the authors".

DESIGN

- **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.
- **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).
- **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.
- **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

- **Format:** Electronic posters will be accepted in pptx or PDF format.
- **Versions:** If pptx, MS PowerPoint 2010, 2013 or 2016.
- **File size:** The maximum file size per poster should be **500 MB**.
- **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.
- **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 immunooncology@support.ctimeetingtech.com

DEADLINE

e-Posters must be uploaded to the ESMO Immuno-Oncology Virtual Congress 2020 presentation management system by the deadline of **Monday, 30 November 2020, 21:00 CET**. Further instructions to access the management presentation system will be sent to you by our supplier CTI.

NO SHOW POLICY

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

The e-Poster's first author who does not provide the required e-poster by the above-mentioned deadline will be barred from having an abstract accepted for the following ESMO Immuno-Oncology Congress.