

INSTRUCTIONS FOR PRESENTERS: E-POSTER DISPLAY

DEADLINES

The deadline to submit your e-Poster and audio narration track to the **ESMO Congress 2021** platform is **Monday, 30 August 2021, 21:00 CEST.**

By 2 August 2021 you will receive an invitation to submit your material in the Congress presentation management system. Any e-Posters or audio narration tracks sent by email cannot be accommodated in the Congress platform.

All versions of e-Posters and audio narration tracks uploaded after the deadline of 30 August 2021, 21:00 CEST will not be imported to the Congress platform.

PREPARE YOUR E-POSTER

- e-Poster is **mandatory** for all delegates who have had their abstract accepted for e-Poster presentation.
- First authors who do not upload their e-Poster by the deadline of 30 August will be subject to the no-show policy and will be barred from having abstracts accepted to the ESMO Congress 2022.
- Please make sure that your **FINAL PUBLICATION NUMBER** is indicated on your e-Poster. If you don't know your Final Publication Number, please check in [e-Poster list](#) in the online programme.
- E-Poster format: **One-page PDF format, slide size of the page to "On-screen show (16:9)"** and landscape orientation (horizontal).
- It is strictly mandatory that the first and presenting author includes a disclosure statement on the e-Poster, even if only to confirm that if he/she has no conflicts of interest to declare. Co-author disclosures are not mandatory on the e-Poster.
- Feel free to add your e-mail address to the e-Poster: This will allow other attendees to contact you in case of any questions.
- If the study has received funding, this must also be acknowledged on your e-Poster: *"Study sponsored by..."*
- To avoid any compatibility problems, do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, etc.) in the upload file name.
- QR (Quick Response), AR (Augmented Reality) and 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".
- 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 simple and 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.

RECORD YOUR AUDIO NARRATION TRACK

- The recording of an audio narration track (max 5 minutes) is an **optional** feature to accompany your e-Poster. The audio narration track does not replace the e-Poster.
- You can only record your narration audio track directly in the presentation management system. It is not possible to upload an external .mp3 file.
- It is possible to repeat the recording of an audio narration track in case of any changes. However, in this case the e-Poster also has to be re-uploaded to the system, in order to sync the two files.
- It is possible to upload updated versions of your e-Poster in case of any changes. However, in this case the audio narration track also has to be recorded again in order to sync the two files.
- The audio narration track must be recorded by the first and presenting author of the e-Poster.

ASSISTANCE

In case of any technical problems during the upload, please contact the support team at esmo@m-events.com