

## INSTRUCTIONS FOR E-POSTER PRESENTERS

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

### TIMELINE

It is essential that you prepare a digital copy of your poster for publishing on the to the European Lung Cancer Congress (ELCC) 2022 virtual platform.

The **new** deadline to submit your e-Poster is **23 March 2022, 21:00 CET**.

**All e-Posters uploaded after the above deadline will not be imported on the Congress platform.**

Further instructions to access the management presentation system in order to upload your e-Poster was sent to you by our supplier CTI. Shouldn't you have received the please advise [elcc@support.ctimeetingtech.com](mailto:elcc@support.ctimeetingtech.com)

### PREPARE YOUR POSTER

- First authors who do not upload their Poster by the deadline of **23 March 2022** will be subject to the no-show policy and will be barred from having abstracts accepted to ELCC 2023.
- Please make sure that your **FINAL PUBLICATION NUMBER** is indicated on your Poster. If you do not know your Final Publication Number, please check the on the [online programme](#).
- It is strictly mandatory that the first and presenting author includes a disclosure statement on the 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 Poster.
- Feel free to add your e-mail address to the 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 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 the ELCC organisers accept 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 Poster, please add the following disclaimer notice: "Copies of this 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".

### 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.

### 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 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.

### ASSISTANCE

In case of any technical problems during the upload, please contact the support team at [elcc@support.ctimeetingtech.com](mailto:elcc@support.ctimeetingtech.com)