

INSTRUCTIONS FOR PRESENTERS: POSTERS DISPLAY

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

ONSITE ATTENDANCE

As presenting author, your presence is requested onsite in Berlin.

Before you travel:

To enter the Congress venue, faculty, delegates, sponsors and staff will be required to show:

- A certificate providing evidence of full vaccination against COVID-19 with either the last dose of the primary vaccination having been administered in the last 9 months or with a booster dose having been administered at any timepoint, with a vaccine approved by WHO*

OR:

- A certificate showing proof of recovery from COVID-19 in the last 6 months

Additionally, **for all** it is requested:

- Proof of negative PCR test not older than 72 hours or rapid antigen test not older than 48 hours. We recommend you to take the test before departure.

Your certificates will be checked upon arrival at the Congress venue on the first day (before collecting your badge). **Faculty members and delegates who are non-vaccinated/non-certified as recovered, as defined above, will not be allowed entry into the ESMO Breast Cancer 2022 Congress venue.**

**In the Congress venue, only vaccines approved by the WHO will be accepted. The list can be found [here](#).*

Please note that each faculty member, delegate, sponsor representative and staff, need to follow also the specific country COVID-19 regulations approved by the local authorities, if more restrictive than the ESMO regulations. Requirements for entering in Germany will be shared in due course.

Onsite:

- Social distancing
- Masks are obligatory and may only be removed during your presentation

PREPARING YOUR POSTER MATERIAL

- Printing and hanging your Poster on the related Poster board is mandatory for all delegates who have had their abstract accepted for Poster presentation.
- Please add clearly the **FINAL PUBLICATION NUMBER** (FPN) to your poster. If you don't know your FPN, please check in poster list in 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..."
- 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 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".
- Posters may not present a commercial bias or use clearly identifiable commercial templates. The ESMO Breast Cancer 2022 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.

DESIGN

- **Layout:**
 - Format of the Poster is horizontal (landscape). The maximum Poster size is **190cm width x 90cm height**.
 - Keep data on the slide simple and ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read.
- **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).
- **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.

POSTER DISPLAY INFORMATION

- The poster must be attached to the board bearing the final abstract publication number (FPN) **between 12:15 and 13:00 on Wednesday, 4 May 2022**. Posters will remain on display for the duration of the Congress.
- Poster boards allow for the use of double-sided tape only. The organisers will provide double-sided tape in the poster area.

POSTER HANGING AND REMOVAL TIMELINE

Please follow the timeline provided below and note the time when you must hang and remove your poster.

Tuesday, 3 May 11:00-18:00	Hang your poster on the poster board in the exhibition area bearing your final publication number (FPN). A hostess will be available during this period to provide you with the necessary double-sided tape.
Wednesday, 4 May 12:15-13:00	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Thursday, 5 May 08:00-13:00	Remove your poster. Removal of all used tape would be highly appreciated. After 13:00 the Congress staff will remove and dispose all posters left on the boards. PLEASE NOTE: The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).

NO-SHOW POLICY

The abstract's first and presenting author who, without notice, is absent during the Poster Display session when his/her poster is presented will be barred from having abstracts accepted for the following two (2) ESMO Breast Cancer Congresses.

IMPORTANT NOTICE

In order to respect ESMO Breast 2022 compliance policy for scientific balance and impartiality, the organisers will assign auditors to all presentations given during the official ESMO Breast Cancer Congress 2022 programme. This will apply to all presentations made throughout both the educational and scientific program, including all abstract-related sessions: Proffered Paper, Mini Oral and Poster Display.

E-POSTER

As an **additional service**, you will be able to upload your poster in electronic, searchable format (e-Poster). This is a **non-mandatory option** and **does not replace the paper poster**.

DEADLINE TO UPLOAD YOUR E-POSTER

The deadline to submit your e-Poster to the ESMO Breast Cancer Congress 2022 virtual platform is **Friday, 22 April, 21:00 CEST**. Further instructions to access the management presentation system in order to upload your e-Poster will be sent to you by our supplier CTI by the end March.

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

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 e-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. Slide deck presentations (more than 1 slide) are not accepted.
- **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.

ASSISTANCE

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