



INSTRUCTIONS FOR POSTER PRESENTERS

ONSITE ATTENDANCE

As presenting author, your presence is requested onsite in Barcelona.
 Details on the ESMO COVID-19 regulations to access the congress are available [here](#).

PREPARING YOUR PAPER POSTER

- Format of the paper poster is **horizontal** (landscape). The maximum poster size is **185cm width x 95cm height**.
- You must clearly show the **Final Publication Number (FPN)** on your paper poster. To find your FPN, please check in the poster list in the [online programme](#).
- An optimal lay-out of your poster will attract the attention of other Congress participants. Text should be easy to read at a 1-meter distance. Use colour wherever possible.
- You must include all material to support your presentation, such as tables, drawings, charts and pictures.
- Due to current scrutiny regarding financial transparency, it is mandatory that the presenter (only) states any conflict of interests on the poster, even if to confirm there is nothing to declare.
- If the study has received funding, this must also be acknowledged on your poster, "Study sponsored by..."
- QR (Quick Response) and/or AR (Augmented Reality) and text key codes are allowed in the poster, 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 or a text key code to your poster, please add the following disclaimer notice: "*Copies of this poster obtained through QR (Quick Response) and/or text key codes are for personal use only and may not be reproduced without written permission of the authors.*"
- At the bottom of the poster, please include your and/or the corresponding author email address. This will prove especially useful if another Congress participant wishes to contact you about your work. Having copies of your material for onsite distribution is also a good means of communication.
- Posters may not present a commercial bias or use clearly identifiable commercial templates, colours or branding.

POSTER DISPLAY INFORMATION

- The poster must be attached to the board bearing the final abstract publication number (FPN) **between 08:00 and 10:00 CET on Thursday, 23 February 2023**. Posters will remain on display for the duration of the Congress.
- Poster boards allow for the use of double-sided tape only. ESMO 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.

Thursday, 23 February 08:00-10:00 CET	Hang your poster on the poster board in the exhibition & poster area bearing your final publication number (FPN). A hostess will be available during this period to provide you with the necessary double-sided tape.
Thursday, 23 February 13:00-13:45	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Friday, 24 February 13:15-16:15 CET	Remove your poster. Removal of all used tape would be highly appreciated. After 17:30 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).

POSTER PRINTING

Presenters are responsible for the printing of their paper Poster. CCIB offers a poster printing service **upon payment**, full details can be found [here](#).

This service is provided upon payment by a third party, and queries must be addressed directly to CCIB. ESMO declines any responsibility for posters printed using this service.

E-POSTER

In addition to the paper poster, it is mandatory to also prepare an **e-Poster**, which will be available via searchable screens located onsite.

The deadline to upload the e-Poster in the system is **Wednesday, 15 February 2023, 21:00 CET**.

Instructions for the upload of the e-poster will be sent to first authors in due course.

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

TECHNICAL REQUIREMENTS

- **Format:** Electronic posters will be accepted in **pptx or PDF format (one [1] slide/page)**.
- **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/pdf page) 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.

PRESENTATION CONTENT

The paper poster and e-Poster will remain your property; however, you are required to allow your e-Poster to be included in the ESMO Gynae 2023 virtual platform, on the ESMO and OncologyPRO websites, and on ESMO approved third-party websites* (possibly with ESMO validated translation).

*Your webcast presentation may be made available as part of an educational package of ESMO Gynae 2023 material sponsored by pharmaceutical companies for their own distribution post-event.