

## INSTRUCTIONS FOR POSTER PRESENTERS

### ONSITE ATTENDANCE

As presenting author, your presence is requested onsite in Paris. For the details on the ESMO COVID-19 regulations to access the Congress, please visit the website [here](#).

### 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.
- At the bottom of the poster, please include your and/or the corresponding author email address. This will prove especially useful if another delegate wishes to contact you about your work.
- If the study has received funding, this must also be acknowledged on your poster: *"Study sponsored by..."*
- QR (Quick Response), AR (Augmented Reality), text key codes are allowed. However, although the 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".
- Posters may not present a commercial bias or use clearly identifiable commercial templates, colours or branding.

### DESIGN

- **Layout:**
  - Format of the Poster is **horizontal (landscape)**. The maximum Poster size is **190cm width x 95cm height**.  
→ *Please note that Posters bigger than the size indicated are not allowed to be hanged on.*
  - 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 08:00 and 15:00 CET on Monday, 6 March**, as outlined in the following timetable. 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.

Monday, 6 March <b>08:00-15:00</b>	Hang your poster on the poster board in <b>the Poster area</b> bearing your final publication number (FPN). A hostess will be available during this period to provide you with the necessary double-sided tape.
Monday, 6 March <b>17:15-18:15</b>	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Wednesday, 8 March <b>By 15:00</b>	Remove your poster. Removal of all used tape would be highly appreciated. After 15:00 the Congress staff will remove and dispose all posters left on the boards. <b>PLEASE NOTE: The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).</b>

## 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 Congress.

## IMPORTANT NOTICE

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

## POSTER PRINTING

The official supplier, International Moduling, will provide a poster printing service **upon payment**. For all requests and details please contact by sending an email to [exposants@international-moduling.com](mailto:exposants@international-moduling.com). Please note that the artwork has to be submitted **by 18 February**.

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