

## INFORMATION FOR PRESENTERS: POSTER DISPLAY

### ON-SITE ATTENDANCE

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

Details on the ESMO COVID-19 regulations to access the congress are available [here](#).

### POSTER PREPARATION

- Format of the poster is **horizontal** (landscape). The maximum poster size is **190cm width x 90cm 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](#). The initial abstract submission ID is no longer valid and may restrict your poster visibility to other delegates.
- 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.

### E-POSTER UPLOAD

In addition to the paper poster, it is mandatory to also prepare an e-Poster, which will be available via searchable screens located onsite. Electronic posters will be accepted in **pptx** or **PDF format (one [1] slide/page)** – maximum file size **500 MB**.

The deadline to upload the e-Poster in the system is **Thursday, 23 March 2023, 21:00 CET**.

Instructions for the preparation and upload of the e-poster will be sent to you by our supplier CTI by end-February.

### PAPER POSTER DISPLAY

|   |   |
|---|---|
| Wednesday, 29 March<br>10:30-13:30 CEST | <b>Hang your poster</b> on the poster board in the exhibition area bearing your final publication number (FPN). Posters will remain on display for the duration of the Congress.                            |
| Friday, 31 March<br>12:00-12:45 CEST    | <b>Your presence is required</b> in front of your poster to discuss your study with other participants and with the session Chair.  |
| Saturday, 01 April<br>10:00-12:00 CEST  | <b>Remove your poster</b> . After 12:00 the Congress staff will remove and dispose all posters left on the boards. ESMO does not bear any responsibility for returning uncollected material to the authors. |

Poster boards allow for the use of double-sided tape only. ESMO will provide double-sided tape in the poster area.

Removal of all used tape would be highly appreciated.

## ONSITE PRINTING SERVICE

The official supplier, Exponent, will provide a poster printing service **upon payment**. We invite you to carefully read the guidelines [here](#) and note that the artwork must be submitted by **Tuesday, 7 March 2023**.

For all requests and details please send an email to [AR@exponent.dk](mailto:AR@exponent.dk)

This service is provided upon payment by a third party, and queries must be addressed directly to Exponent.

**ESMO declines any responsibility for posters printed using this service.**

## PRESENTATION CONTENT

The paper and e-Poster will remain your property; however, you are required to allow your e-Poster to be included in the ELCC 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 ELCC 2023 material sponsored by pharmaceutical companies for their own distribution post-event.