

## 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 and therefore, you are required to register for the Congress, [here](#). The early registration fee will be applied automatically. Should you encounter any issues, please contact our Registration department at [registration@esmo.org](mailto:registration@esmo.org).

#### **Before you travel:**

ESMO requires that all attendees are fully vaccinated against Covid-19 OR recovered in the last 6 months with at least one dose of a vaccine by the time of the Congress. Vaccination proof will not be checked by ESMO.

Further information are available [here](#).

### POSTER PREPARATION

- 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). Set the slide size of the page to "On-screen show" in the page set-up section. The maximum Poster size is **180cm width x 90cm height**.  
Portrait orientation will not be displayed properly. Slide deck presentations (more than 1 slide) are not accepted.
  - 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.

### E-POSTER PREPARATION & UPLOAD

In addition to the paper poster, you will be asked to upload your poster in electronic, searchable format (**e-Poster**).

The deadline to upload the e-Poster in the system is **Wednesday, 3 May 2023, 21:00 CEST**.

Instructions for the upload of the e-poster will be sent to you by our supplier CTI by early-April.

- **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**.
- **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.

## 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 Friday, 12 May 2023**. 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.
- The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).

Thursday, 11 May <b>11:00-17:00 CEST</b>	Hang your poster on the poster board in <b>the exhibition 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.
Friday, 12 May <b>12:15-13:00 CEST</b>	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Saturday, 13 May <b>08:00-12:00 CEST</b>	Remove your poster. Removal of all used tape would be highly appreciated. After 12:00 the Congress staff will remove and dispose all posters left on the boards.

## 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.

## 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 ESMO Breast Cancer 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 Breast 2023 material sponsored by pharmaceutical companies for their own distribution post-event.

## ASSISTANCE

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