

## INSTRUCTIONS FOR POSTER PRESENTERS

ESMO is looking forward to seeing your Poster on display during the Congress and thanks you in advance for your cooperation in following these guidelines.

### ONSITE ATTENDANCE

As presenting author, your presence is requested onsite in Geneva, Switzerland.

### 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.**
  - 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 10:00 and 16:00 CET on Wednesday, 6 December**, 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.

Wednesday, 6 December <b>10:00-16:00</b>	Hang your poster on the poster board in <b>the dedicated 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.  <b>*Further details will be shared online and with poster presenter closer to the event</b>
Thursday, 7 December <b>12:00-13:00</b>	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Friday, 8 December <b>By 13:00</b>	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. <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

Palexpo will provide a poster printing service **upon payment**. For all requests and details please contact: *Mrs Stéphanie Almazon Bezon*: [stephanie.almazan-bezon@palexpo.ch](mailto:stephanie.almazan-bezon@palexpo.ch)

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

## E-POSTER

In order to share your work with the virtual community, you are kindly requested to prepare **also** a poster in electronic, searchable format (e-Poster):

- To avoid any compatibility problems, do not use special characters (e.g., «, Ö, Ø, ñ, ε, ®, ý), {etc.} in the file name.
- Please rename your file before the upload as: **"Final Publication Number - Presenter's name"**

The deadline to submit your e-Poster to the Congress virtual platform is **Wednesday, 29 November 2023, 21:00 CET**.

Further instructions to access the management presentation system in order to upload your e-Poster will be sent to you by our supplier CTI in November.

**The electronic poster does not replace the paper poster.**

## 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.

## ASSISTANCE

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