



## INSTRUCTIONS FOR POSTER PRESENTERS

### ONSITE ATTENDANCE

As presenting author, you must register for the Congress and present your Poster **onsite** in Paris, France. Details on registration may be found [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 **VERTICAL (PORTRAIT)**. The maximum Poster size is **width 940mm x Height 1250mm**.  
➔ *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 09:30 and 16:00 CET on Monday, 26 February**, 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, 26 February <b>09:30-16:00</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, 26 February <b>17:15-18:15</b>	Your presence is <b>required in front of your poster</b> to discuss your study with other participants and with the Poster Chair(s).
Wednesday, 28 February <b>By 14:00</b>	Remove your poster. Removal of all used tape would be highly appreciated. After 14:00 the Congress staff will remove and dispose all posters left on the boards. <b><i>PLEASE NOTE: The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).</i></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.

## 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 2nd February 2024**. The dimensions artwork are as follows: **width 940mm x Height 1250mm**.

*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.*