



## INSTRUCTIONS FOR POSTER PRESENTERS

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, you must register for the Congress and present your Poster **onsite in Lugano**.

Details on registration may be found [HERE](#).

Health and Safety measures are available [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 the 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 ESMO Sarcoma and Rare Cancers Congress 2024 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 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 Sarcoma and Rare Cancers Congress 2024 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 **vertical (portrait)**. The maximum Poster size is **width 90 x 160 cm 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 07:30 and 18:00 CET on Thursday, 14 March 2024**. 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.

Thursday, 14 March 2024 <b>between 07:30 and 18:00 CET</b>	Hang your poster on the poster board in <b>Poster display 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, 15 March 2024 <b>12:00-13:00 CET</b>	Your presence is <b>required in front of your poster</b> to discuss your study with other participants and with the session Chair.
Saturday, 16 March 2024 <b>by 13:00 CET</b>	Remove your poster. Removal of all used tape would be highly appreciated. After <b>13:00 CET</b> 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 ESMO Sarcoma and Rare Cancers Congress.

## IMPORTANT NOTICE

In order to respect ESMO Sarcoma and Rare Cancers Congress 2024 compliance policy for scientific balance and impartiality, the organisers will assign auditors to all presentations given during the official ESMO Sarcoma and Rare Cancers Congress 2024 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, SERISTAMPA Suisse, will provide a poster printing service **upon payment**. For all requests and details please send an email to [locatelli@seristampasuisse.ch](mailto:locatelli@seristampasuisse.ch).

Please note that the artwork has to be submitted latest by **Friday, 10 March 2024**.

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