



## INFORMATION FOR PRESENTERS: POSTER DISPLAY

### ON-SITE ATTENDANCE

As presenting author, your presence is requested onsite in Prague and you must register for the Congress. The early registration fee will be applied automatically if you register by the late registration deadline (21 February 2024).

### 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 The initial abstract submission ID is no longer valid and may restrict your poster visibility to other delegates.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, 14 March 2024, 21:00 CET**.

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

### PAPER POSTER DISPLAY

Wednesday, 20 March 10:30-13:30 CET	<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, 22 March 12:00-12:45 CET	<b>Your presence is required</b> in front of your poster to discuss your study with other participants and with the session Chair.
Saturday, 23 March 10:00-12:00 CET	<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

Exposale has been appointed as the official supplier to provide an onsite poster printing service **upon payment**. We invite you to carefully read the guidelines [here](#) and for all requests and details please send an email to [Josef.Svec@exposale.cz](mailto:Josef.Svec@exposale.cz).

The deadline to submit your artwork is **29 February 2024**.

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

**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 2024 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 2024 material sponsored by pharmaceutical companies for their own distribution post-event.