



INSTRUCTIONS FOR POSTER PRESENTERS

We look forward to listening to your presentation and thank you in advance for your co-operation in following these guidelines.

ONSITE ATTENDANCE

As presenting author, **your presence is required onsite in Florence** and you must register for the Congress.

The early registration fee will be applied automatically if you register by the late registration deadline (22 May 2024). Details regarding registration may be found [here](#).

Health and Safety measures are available [here](#).

PREPARING YOUR PAPER POSTER

- **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 Gynaecological 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 Gynaecological 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 **125 cm height x 94 cm width**.
➔ *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 08:00 and 12:00 CEST on Thursday, 20 June 2024**. Posters will remain on display for the duration of the Congress.
- Poster boards allow for the use of double-sided tape only. ESMO 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, 20 June 08:00-12:00 CEST	Hang your poster on the poster board in the exhibition & poster area bearing your final publication number (FPN). A hostess will be available during this period to provide you with the necessary double-sided tape.
Thursday, 20 June 12:30-13:30 CEST	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Saturday, 22 June 08:00-13:00 CEST	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.

PLEASE NOTE: The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).

E-POSTER

In addition to the paper poster, **it is mandatory to also prepare an e-Poster**, which will be available via searchable screens located onsite.

The deadline to upload the e-Poster in the system is **Wednesday, 12 June 2024**.

Instructions for the upload of the e-poster will be sent to first authors in due course by our supplier *CTI Meeting Technology*.

In case of any technical problems during the upload, please contact gynae@support.ctimeetingtech.com.

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 portrait orientation in the page set-up section. 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.

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 Gynaecological Cancers Congress.

PRESENTATION CONTENT

The paper poster and e-Poster will remain your property; however, you are required to allow your e-Poster to be included in the ESMO Gynaecological Cancers Congress 2024 virtual platform, in the ESMO and OncologyPRO websites, and in 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 Gynaecological Cancers Congress 2024 material sponsored by pharmaceutical companies for their own distribution post-event.