



## INSTRUCTIONS FOR POSTER PRESENTERS

### ONSITE ATTENDANCE

As presenting author, your presence is **requested onsite in Paris** and therefore, you are required to **register for the Congress**, here. The early registration fee will be applied automatically if you register by the late registration deadline (**12 February 2025**). Should you encounter any issues, please contact our Registration Services Unit at [registration@esmo.org](mailto:registration@esmo.org).

### 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 two (2) ESMO TAT congresses.

### POSTER PREPARATION

- **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](#).
- You are strongly encouraged to concentrate only on the educational/scientific content of your poster, and avoid any message, statement or photograph of a political and/or religious nature. Should you include the latter, ESMO reserves the right to exclude your poster from the post-Congress resources.
- 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 TAT 2025 delegate wishes to contact you about your work. Having copies of your material for onsite distribution is also a good means of communication.
- 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 TAT 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: **940mm width x 1250mm 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 09:00 and 16:00 local time on Monday, 3 March** 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.

<b>Monday, 3 March</b> <b>09:30-16:30 local time</b>	Hang your poster on the poster board in <b>the exhibition 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>Monday, 3 March</b> <b>17:15-18:15 local time</b>	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
<b>Wednesday, 5 March</b> <b>By 13:30 local time</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>PLEASE NOTE:</b> <i>The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).</i>

## POSTER PRINTING

The official supplier, International Moduling, will provide a poster printing service **upon payment**. For all requests and details please contact them by sending an email to [exposants@international-moduling.com](mailto:exposants@international-moduling.com). Please note that the artwork has to be submitted by **20 January 2025**. The dimensions of the artwork are: **width 940mm x height 1250mm**.

This service is provided upon payment by a third party, and queries must be addressed directly to International Moduling ([exposants@international-moduling.com](mailto:exposants@international-moduling.com)). ESMO declines any responsibility for posters printed using this service.