



INSTRUCTIONS FOR PRESENTERS: POSTERS DISPLAY

REGISTRATION AND ONSITE ATTENDANCE

As presenting author, **your presence is required onsite in Vienna** and you must register for the Congress. The early registration fee will be applied automatically. Details regarding registration may be found [here](#).

The presenting author or the designated replacement presenter must be registered by **28 May 2025**. Should the Presenter (or designated replacement presenter) not be registered by the given deadline, the abstract will be **excluded from presentation in the ESMO Gynaecological Cancers 2025 programme, and removed from the online programme and publication in the ESMO Gynaecological Cancers 2025 Abstract Book**.

PREPARING YOUR PAPER POSTER

- Format of the poster is horizontal (landscape). The maximum poster size is **200cm width x 100cm height**.
- **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](#).
- 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.
- 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 2025 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 2025 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.

POSTER DISPLAY INFORMATION

- The poster must be attached to the board bearing the final abstract publication number (FPN) **between 09:30 and 17:30 CEST on Thursday, 19 June 2025**. 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, 19 June 09:30-17:30 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.
Friday, 20 June 12:40-13:30 CEST	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Saturday, 21 June 09:30-13:30 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 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.

The deadline to upload the e-Poster in the system is **Monday, 16 June 2025**.

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 landscape 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.

ONSITE PRINTING SERVICE

Through CTI Meeting Technology you will also be able to access a printing service upon payment. More details will be provided in due course by CTI Meeting Technology.

ESMO declines any responsibility for posters printed using this service.



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 2025 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 2025 material sponsored by pharmaceutical companies for their own distribution post-event.