



## INSTRUCTIONS FOR PRESENTERS: E-POSTER UPLOAD

### REGISTRATION

As presenting author, you must register for the Congress, [here](#). The early registration fee will be applied automatically.

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**.

### E-POSTER PREPARATION AND UPLOAD

It is mandatory to prepare an electronic Poster (e-Poster), which will be available via searchable screens located onsite. ePosters will be accepted in **PDF format** (one [1] slide/page) – landscape format is required with maximum file size **500 MB**.

The deadline to upload the e-Poster in the system is **Monday, 16 June 2025, 21:00 CEST**.

Instructions for the upload of the e-Poster will be sent to you by our supplier CTI by late May. In case of any technical problems during the upload, please contact [gynae@support.ctimeetingtech.com](mailto:gynae@support.ctimeetingtech.com)

- You must clearly show the **Final Publication Number (FPN)** on your ePoster (available 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 The initial abstract submission ID is no longer valid and may restrict your poster visibility to other delegates.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. 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), 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"*.
- 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.
- ePosters may not present a commercial bias or use clearly identifiable commercial templates, colours or branding.

### PRESENTATION CONTENT

The e-Poster will remain your property; however, you are required to allow your e-Poster to be included in the ESMO Gynae Cancer 2025 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 the ESMO Gynae 2025 material sponsored by pharmaceutical companies for their own distribution post-event.