

## INSTRUCTIONS FOR PRESENTERS: POSTER DISPLAY

### REGISTRATION AND ONSITE ATTENDANCE

As presenting author, **your presence is requested onsite in Barcelona** and, therefore, 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 **11 June 2025** (16 June for Late-breaking abstracts only). Should the Presenter (or designated replacement presenter) not be registered by the given deadline, the abstract will be **excluded from presentation in the ESMO Gastrointestinal Cancers 2025 programme, and removed from the online programme and publication in the ESMO Gastrointestinal Cancers 2025 Abstract Book**.

### 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.
- Format of the poster is **horizontal** (landscape). The maximum poster size is **160cm width x 90cm height**.
- You must clearly show the **FINAL PUBLICATION NUMBER (FPN)** on your paper poster (if you don't know 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 The initial abstract submission ID is no longer valid and may restrict your poster visibility to other delegates.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), 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.
- Posters may not present a commercial bias or use clearly identifiable commercial templates, colours or branding.

### POSTER DISPLAY INFORMATION

<b>Wednesday, 2 July</b> <b>10:00-17:00</b> <b>&amp;</b> <b>Thursday, 3 July</b> <b>09:00-11:00 CEST</b>	<b>Hang your poster</b> on the poster board in the <b>exhibition area</b> bearing your final publication number (FPN). Posters will remain on display for the duration of the Congress.
<b>Poster Display session: Your presence is required in front of your poster</b> to discuss your study with other participants and with the session Chair on the day indicated in the schedule below:	
<b>Thursday, 3 July</b> <b>15:30-16:30 CEST</b>	<ul style="list-style-type: none"> <li>• Rare GI cancers (GEP-NETs, endocrine pancreatic, duodenal cancer, anal cancer, etc);</li> <li>• Upper digestive – Biliary, ampullary and pancreatic cancer</li> <li>• Upper digestive – Esophageal and gastric cancers</li> <li>• General interest</li> </ul>
<b>Friday, 4 July</b> <b>15:30-16:30 CEST</b>	<ul style="list-style-type: none"> <li>• Colon cancer</li> <li>• Hepatocellular and non-biliary liver cancer</li> <li>• Rectal cancers</li> </ul>
<b>Saturday, 4 July</b> <b>by 11:00 CEST</b>	<b>Remove your poster.</b> After 11:00 the Congress staff will remove and dispose all posters left on the boards. <i>The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).</i>

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 will be highly appreciated.

## E-POSTER PREPARATION AND UPLOAD

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

The deadline to upload the ePoster in the system is **Friday, 27 June 2025, 21:00 CEST**.

Instructions for the upload of the ePoster will be sent to you by our supplier CTI by mid-June. In case of any technical problems during the upload, please contact [esmoqi@support.ctimeetingtech.com](mailto:esmoqi@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 ePoster 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. We invite you to carefully read the guidelines provided by CTI by end-May.

**Deadline to provide the artwork and price:**

- Early deadline: Monday, 2 June 2025 / EUR 57
- Regular deadline: Monday, 9 June 2025 / EUR 75
- Late deadline\*: Monday, 16 June 2025 / EUR 100

**\*AFTER this date, it is no longer possible to order a printed poster**

ESMO declines any responsibility for posters printed using this service.

## PRESENTATION CONTENT

The paper and Poster will remain your property; however, you are required to allow your Poster to be included in the ESMO GI Cancers Congress 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 GI Cancers 2025 material sponsored by pharmaceutical companies for their own distribution post-event.*