

## INSTRUCTIONS FOR POSTER DISCUSSION PRESENTERS

The Symposium on Immuno-Oncology organisers look forward to seeing your poster on display for the Poster Discussion session and thank you in advance for your co-operation in following these guidelines:

- The size of the poster must be **190 cm wide** by a maximum of **90 cm high**. Presentation format is **horizontal**.
- An optimal lay-out of your presentation will attract the attention of other Conference participants. Text should be easy to read at a distance of 1 meter. Would the use of colour be helpful?
- You must include all material to support your presentation, such as tables, drawings, charts and pictures.
- QR codes are allowed in the poster. Although the organisers accept that QR codes may go to a commercial/branded website, we suggest avoiding links to websites containing blatant product advertising. If you intend adding a QR to your poster, please add the following disclaimer notice: "Copies of this poster obtained through QR (Quick Response) code are for personal use only and may not be reproduced without written permission of the authors." Please also refer to the IMPORTANT NOTICE further down
- At the bottom of the poster, please include your and/or the corresponding author **email address**. Having copies of your material for distribution is also a good means of communication.
- Please see <http://www.esmo.org/Conferences/Immuno-Oncology-2015/Programme> for schedule details.

### Pre-Symposium

- It is essential that you send **full details of the poster content** to the Symposium Secretariat ([programme@esmo.org](mailto:programme@esmo.org)) no later than **Monday, 2 November 2015**. This material should include a description of the methods, a summary of the findings and your conclusions plus any tables, line drawings and/or photographs.
- You must also send **2-3 slides** outlining the salient points of your study **and send them by email** to the Symposium Secretariat ([programme@esmo.org](mailto:programme@esmo.org)) no later than **Monday, 2 November 2015**. The Symposium Secretariat will collate all poster content and PowerPoint slides and forward them to your invited Discussant. He/she will then select the slides or group them as appropriate for their own presentation. Please note that the Discussant may choose to include your slides in his/her presentation so please ensure that there are no copyright issues.
- **Your cooperation in respecting these deadlines** will allow the Discussants sufficient time to prepare a thorough discussion of the subject and, if necessary, to contact you directly before the Conference concerning the data of your study.

### Poster Discussion timeline:

- The poster must be attached to the board bearing the final abstract publication number **between the hours of 10:00 and 15:00 on Friday, 20 November 2015**.
- Poster boards **allow for the use of double-sided tape only**. The Symposium organisers will provide double-sided tape in the poster area.
- As the presenter of the abstract **you are expected to participate for the duration of the entire Poster Discussion session (Friday, 20 November 2015 from 17:00 to 18:00)** and be prepared to answer any questions which may arise
- You may remove your poster **between 13:30 and 16:30 on Saturday, 21 November 2015**. After 16:30 on Saturday our staff will remove all posters left on the boards.  
Please note that the **organisers do not take any responsibility for returning uncollected material to the authors**.

IMPORTANT NOTICE: In order to respect CME and ESMO compliance policy for scientific balance and impartiality, ESMO will assign auditors to all presentations given during the official Symposium on Immuno-Oncology 2015 programme. This will apply to all presentations made throughout the programme, including all abstract-related Posters.

Slide presentations and posters may not present a commercial bias or use clearly identifiable commercial templates. The ESMO 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.

### ESMO No-show Policy

The abstract's first and presenting author who, without notice, is not present during the Poster presentation (display) time **will be barred from having abstracts accepted** for the following two ESMO Symposia on Immuno-Oncology.

The Symposium organisers wish you a successful presentation.