

INSTRUCTIONS FOR POSTER DISCUSSION PRESENTERS

Details of when and where you must hang and remove your poster are available now!

The ESMO Asia 2015 Congress 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 a maximum of **2.20 m wide** and **0.90 m high**. Presentation format is **horizontal** (landscape).
- An optimal lay-out of your poster will attract the attention of other Congress delegates. Text should be easy to read at a distance of 1 metre. Use colour wherever possible.
- 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**. This will prove especially useful if another ESMO Asia 2015 delegate wishes to contact you about your work. Having copies of your material for distribution is also a good means of communication.
- Please see <http://www.esmo.org/Conferences/ESMO-Asia 2015-Congress/Programme> for schedule details.

Pre-Congress

- It is essential that you send a **complete copy of the poster content** to the ESMO Congress Department (programme@esmo.org) no later than **25 November 2015**. This material should include a copy of the tables, line drawings, photographs, a description of the methods, a summary of the findings and your conclusions. For Late-breaking abstracts, **bearing the prefix LBA or LBA_PR**, content must be submitted by **2 December 2015**.
- You must also send **2-3 slides** outlining the salient points of your study **and send them by email** to the ESMO Congress Department (programme@esmo.org) no later than **25 November 2015**. The ESMO Congress Department 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 Discussants may choose to directly copy and use slides you have submitted. Any sensitive or copyright material should be descriptive and included in the general content information.
- **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 Congress concerning the data of your study.

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 ESMO Asia 2015 Congress programme. This will apply to all presentations made throughout the programme, including all abstract-related Posters and slides.

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.

Onsite

- **Your presence is required during the Poster Discussion session on the day stated in the online searchable programme** (available via <http://www.esmo.org/Conferences/ESMO-Asia-2015-Congress/Programme>.)
- **You can find the details of when and where you must hang and remove your poster in the “Poster display timeline” instructions below.**
- Poster boards **allow for the use of double-sided tape only**. Double-sided tape will be provided onsite and removal of all used tape would be highly appreciated.
- The Congress organisers bear no responsibility for the return of material not removed on time.

Poster display timeline:

08:30-09:30	Please set-up your poster in the area between the Speaker Preview Center and the Room 323 and on the poster board bearing your final abstract publication number.
09:30-17:45	Poster viewing.
According to Poster Discussion session schedule. Please check the online programme	Your presence is required during the Poster Discussion session. Please note the No-show Policy below.
17:45-18:00	You may remove your poster.
18:00-18:15	Congress staff will remove and throw away all posters left on the boards. Please note that the organisers do not take any responsibility for returning uncollected material to the authors.

We would like to draw your attention to the **ESMO No-show Policy**:

The abstract's first and presenting author who, without notice, is not present during the Poster Discussion **will be barred from having abstracts accepted** for the following two ESMO Congresses.

The ESMO Asia 2015 organisers wish you a successful presentation.