

INSTRUCTIONS FOR PRESENTERS: POSTERS DISPLAY

We look forward to seeing your poster on display during the meeting and thank you in advance for your co-operation in following these guidelines.

ONSITE ATTENDANCE

As presenting author, your presence is requested onsite in Berlin and therefore, you must register for the Congress, [here](#). The early registration fee will be applied automatically if you register by the late registration deadline (17 April 2024). Should you encounter any issues, please contact our Registration department at registration@esmo.org.

NO-SHOW POLICY

The abstract's first and presenting author who, without notice, is absent during the Poster Display session when his/her poster is presented will be barred from having abstracts accepted for the following two (2) ESMO Breast Cancer Congresses.

POSTER PREPARATION

- Format of the poster is **horizontal** (landscape). The maximum poster size is **180cm width x 90cm height**.
- You must clearly show the **Final Publication Number (FPN)** on your paper poster. To find 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 The initial abstract submission ID is no longer valid and may restrict your poster visibility to other delegates.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.

DESIGN

Keep data on the slide simple and ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read.

- **Text:** Your guiding principle should be *"As much as necessary, as little as possible"*. The text should be concise and to the point, key facts may be highlighted.
- **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).
- **Images:** It is recommended that you collect your illustration material well in advance. Do not select too many images and concentrate on those which support your key points and conclusions optimally.

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. Electronic posters will be accepted in pptx or PDF format (one [1] slide/page) – maximum 500 MB.

The deadline to upload the e-Poster in the system is **Wednesday, 8 May 2024, 21:00 CEST**.

Instructions for the upload of the e-poster will be sent to you by our supplier CTI by early-April. In case of any technical problems during the upload, please contact breast@support.ctimeetingtech.com

POSTER DISPLAY INFORMATION

Wednesday, 15 May 09:30-17:00 CEST	Hang your poster on the poster board in the exhibition area bearing your final publication number (FPN). Posters will remain on display for the duration of the Congress.
Thursday, 16 May 12:00-13:00 CEST	Your presence is required in front of your poster to discuss your study with other participants and with the session Chair.
Friday, 17 May 08:00-12:00 CEST	Remove your poster. After 12:00 the Congress staff will remove and dispose all posters left on the boards.

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. The organisers do not bear any responsibility for returning uncollected material to the authors (poster or poster boxes).

PRESENTATION CONTENT

The paper and e-Poster will remain your property; however, you are required to allow your e-Poster to be included in the ESMO Breast Cancer 2024 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 ESMO Breast 2024 material sponsored by pharmaceutical companies for their own distribution post-event.