

## Guidelines for poster presenters

Please read these guidelines carefully before starting the preparation of your poster.

### Format and Content of your poster

- Please prepare your poster in **A0 format (841 mm x 1189 mm, upright format)**.
- The poster walls will be arranged in topic groups and ordered by poster numbers. All materials needed to fix the posters will be provided on-site at the Poster Desk located in the Poster Area on the upper level / Exhibition Hall 1 at Palexpo.
- You have been informed about your **poster number** by e-mail.
- **Please print your poster on common materials**, as e.g. usual paper. In order to easily fix your poster on the wall, please **avoid the usage of laminated paper, synthetics, fabric or other heavy materials**. Otherwise you are risking that your poster will drop down during the Annual Meeting.
- The poster has to be prepared in English, the official language of the Annual Meeting.
- Your poster must contain a declaration of Conflict of Interest in the summary of the poster. Please be aware that it is not allowed to include any commercial logo.

### Set-Up and Dismantling of your poster

**Set-up:** Wednesday, 09 May 2018 between 18.30 and 20.30h AND  
Thursday, 10 May 2018, from 08:00h

**Dismantling:** Saturday, 12 May 2018, by 14:30h

Any posters not removed by this time will be disposed of by the meeting organisers.

### Poster Session

The Poster Session will take place on **Friday, 11 May 2018, 14:00 – 14:45h**. All poster presenters should stand by their posters during this session in order to present their poster and to talk with other participants about their work. A poster presentation is a perfect medium for direct communication with all interested participants.

If you have any further questions, please do not hesitate to contact us at [espghan@eurokongress.de](mailto:espghan@eurokongress.de).