



## GUIDELINES FOR POSTER TOURS

### POSTER DESIGN

- It is mandatory to **indicate your new abstract number in the upper right corner** of the poster
- The title of your poster should be at the top, in large letters to get the viewer's attention.
- Posters should then display the authors, institutions of origin and contact details (contacts detail optional).
- Your goal is to convey a clear message and support it with a compelling combination of images and short blocks of text.
- All text on the objectives, methods, results, and conclusions needs to be kept brief.
- Every element, including graphs and tables must be easily readable from a distance of 2 metres.
- Consider how best to use colour, photos, charts, and pictures to enhance the information.
- All poster authors will be emailed with the details of the **poster printing services**, who will be able to deliver your poster right to the convention centre!
- Kindly note that in the delivery address field, submitters should simply write "ESPEN 2022".
- Handouts of your abstract / poster (with your addresses) to your interested readers may facilitate future research communication.

### POSTER DIMENSIONS

- Orientation format: **Portrait**
- Poster maximum size: **1189 mm of height and 841 mm of width**

### POSTER DISPLAY AT THE CONGRESS

#### Poster boards:

Each poster board is numbered, corresponding with your abstract number and in the topic your abstract was submitted under.

#### Fixation:

Material will be provided on site at the Poster Desk. Push pins, staples, etc. are NOT allowed.

#### Set-up and dismantle:

Authors are fully responsible for the set up and dismantling of their poster according to the schedule given.

### YOUR SHORT PRESENTATION

#### ➤ Presentation Length:

For a **10-minute poster tour presentation**, we recommend **6 minutes of presentation** and **4 minutes for questions** and audience discussion.

#### ➤ Tips and Tricks for your Short Presentation:

Ask yourself the following questions to give the most effective and powerful short presentation:

- What is my goal for this presentation?
- What is the most important message I want listeners to leave with?
- If I wrote a one sentence description of my presentation, what would it say?
- If I were to write a list of the keywords for the presentation, what words would be on the list?
- What is the theme? And what are the three major points?
- What action do I want audience members to take upon hearing my presentation?

➤ **Preparation:**

You will have to produce a **poster** as supporting material and be present in front of your poster at the indicated time in your notification letter.

➤ **Session Chair:**

Please meet the session chairperson at your session area **at least five (5) minutes prior to the start of your scheduled session.**

➤ **Rules and Regulations:**

All presentations must be made in **English**. The use of an interpreter is not permitted.

## SUBMITTING YOUR POSTER & RECORDED PRESENTATION FOR ONLINE VIEWING

### **E-POSTER**

In addition to having your physical poster hung at the Congress, your poster will be available on the ESPEN 2022 Congress Virtual Platform via an E-poster portal. Instructions for the upload of your e-poster image will be sent at a later stage.

### **RECORDED PRESENTATION**

You may record a short 3-minute presentation and upload it to the virtual platform with your e-poster. Instructions will be sent at a later stage.