

POSTER PRESENTATION GUIDELINES

Thank you for agreeing to present your abstract at the 31st ESVS Annual Meeting, taking place in Lyon, France, on 19-22 September 2017. Please take a moment to read the below guidelines.

You will be notified by email of any changes to this information.

1. Important dates

- Deadline for confirming your presentation by sending back signed Volunteer Agreement Form *Friday, 15 June 2017*
- Early Bird Registration Deadline *Thursday, 1 June 2017*
- Registration deadline for abstract presenters *Saturday, 1 July 2017*
- Mounting of posters *As from Tuesday, 19 September (14:00) and by Wednesday, 20 September (13:00) at the latest*
- Removal of posters *As from Friday, 22 September (16:00)*

2. What is a poster presentation?

A poster presentation is the display of your presentation content on a large-scale (A0 = 84.1cm x 118.9cm) poster, which is displayed on a board in the poster area, in the Exhibition Space.

3. Prize Session

The **scoring of the Posters** will take place on **Wednesday, 20 September 2017** from **16:00 to 17:30**. Poster presenters are asked to be next to their poster to give a brief presentation and answer questions from the Jury.

All Poster presenters are required to **prepare a 3-slide PowerPoint presentation** and bring it on a USB stick, in case they are selected for the Prize Poster Session. Scorers will select **12 posters** for the **Poster Prize Session**, scheduled on **Friday, 22 September (08:00 – 10:00)**. The presenting authors of accepted abstracts will be notified per email and per phone on Thursday, 21 September in the evening. Please make sure to be reachable at that time.

4. Poster guidelines & printing procedure

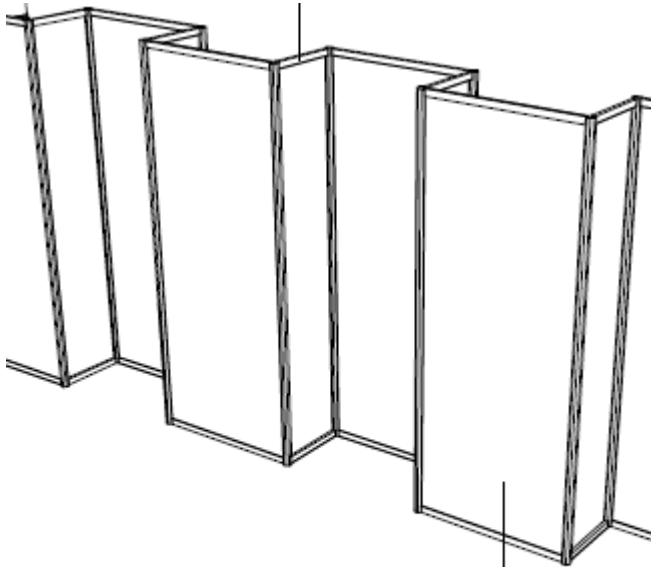
Presenters are responsible for inputting the content (a mixture of text/graphics) of their poster. The poster should be finalised & printed prior to the meeting and mounted at the venue by Wednesday, 20 September (13:00) on the corresponding poster board, as instructed in these guidelines.

Poster title

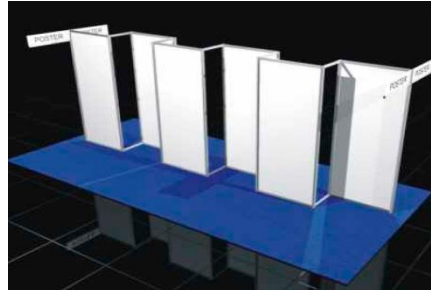
The title of your poster should be printed at the top of the poster (Bold CAPITAL letters, Font: Arial, Size: 100). Name(s) of author(s), department(s), institution(s), and country of author(s) should be clearly stated directly below the title. The name of the presenting author should be underlined.

Poster size

The size of your poster should be A0, which corresponds to 84.1cm (width) x 118.9cm (height) in portrait orientation. If you do not conform to these dimensions, it may not be possible to mount your poster. Please find a picture of the poster structure for your better information.



Área útil da placa :
94x242cm alt.



Poster location

Posters will be displayed on boards in the Poster Area of the Exhibition.

Mounting of poster

All posters may be mounted **as from Tuesday, 19 September at 14:00** and must be up **latest by Wednesday, 20 September 13:00**. Drawing pins/velcro tape will be provided for hanging your posters.

Removing your poster

You can remove your poster **as from 14.00 on Friday, 22 September**. Posters that have not been removed by 14:00 will be disposed of by the organisers.

5. Policy of non-commercial content for all presentations

Your poster content should be based only on the submitted abstract as accepted by the ESVS Programme Committee. Posters should deliver scientific information only. They are not the place for adverts or 'sales pitches'. The ESVS Secretariat reserves the right to remove posters that are judged commercial.

Placing or distributing advertising, informational literature, samples, etc., in session rooms, meeting rooms, corridors or other adjacent areas is not permitted unless agreed by prior arrangement with the organisers.

6. Substitutions

ANY QUESTIONS? Please contact esvs_lyon2017@mci-group.com

Presenter substitutions are generally not desired, unless there is a *force majeure*. If for some reason you cannot attend the annual meeting to present your poster, please let us know as soon as possible and ensure that you provide a replacement. Please note that as of August 30, 2017 we cannot guarantee that the new presenter name will be included in the abstract book and printed programme brochure.