POSTER PRESENTATION & POSTER PITCH INSTRUCTIONS

NEW POSTER SESSION SETUP – TWO POSTER SHIFTS
All accepted posters will be available in the paper poster area and on the E-Poster screens.
- The paper posters will be on display in two shifts, one on Friday and one on Saturday, with a Poster Session at the end of each day.
- All accepted posters can also be viewed on the E-poster screens from Friday, June 15, 09:30 to Sunday, June 17, 13:00.

The Poster Session gives maximum exposure to the scientific work and allows interaction between poster authors and interested congress participants. Poster authors are obliged to be present at their poster during the entire Poster Session.

Cancellation of Poster Presentation
To prevent empty poster boards, please inform us by e-mail before Wednesday, May 15, if you are unable to present your poster at the 23rd Congress (via: eha@mci-group.com).

For questions regarding the allocation of your abstract and the setup of the poster session, please contact eha@mci-group.com.

INSTRUCTIONS

The Poster Sessions are scheduled on Friday, June 15 (17:30 – 19:00) and Saturday, June 16 (17:30 – 19:00) in Hall A. Poster authors are obliged to be present at their poster 5 min before the poster session starts.

Important: All poster authors need to upload their poster to the e-poster system and need to bring a hardcopy poster to the congress (or use the free print and delivery service). The posters will be made available on the EHA Learning Center after the Poster Session took place.

POSTER PITCHES
Poster pitches promote basic science and research and are intended to attract delegates to the Poster Sessions. During selected oral sessions 5-8 abstracts will have the opportunity to pitch their abstract/poster to the attendees of the session.

The information regarding the poster pitch timeslot has been communicated via your abstract notification letter and includes the date, and the time and location of the poster pitch, as well as the details of your Poster Session.

Cancellation of Poster Pitch
Please inform us by e-mail before Wednesday, May 15, if you are unable or do not wish to pitch your poster at the 23rd Congress (via: eha@mci-group.com).

For questions regarding the allocation of your abstract and the setup of the poster session, please contact eha@mci-group.com.

Summary

- The poster pitches are in the middle of the oral session, after the first 2 oral presentations.
- The order of the pitches is predefined.

- After the second presentation, the chairs will ask the poster pitchers on stage. Make sure you sit in the front row close to the stage.
- Poster pitchers have <u>1 minute to pitch</u> their abstract. The session chairs will stop the presenter after 1 minute.

HOW TO PREPARE?

BEFORE THE CONGRESS:
Prepare your poster pitch slides:
- Only 2 slides are allowed:
  - 1 compulsory slide with affiliations and disclosures (stays for minimum 10 seconds)
  - 1 content slide

AT THE CONGRESS:
Check in at the speaker service center at least 3 hours before presentation time to check your slides, to copy your presentation onto the network, to fill in the disclosure slide and to check the demo of your presentation with the technical staff.

The Speaker Service Center (SSC) can be found in Hall A. The opening hours of the SSC are:

Wednesday, June 13	15:00 – 17:30
Thursday, June 14	07:00 – 19:30
Friday, June 15	07:00 – 17:30
Saturday, June 16	07:30 – 17:30
Sunday, June 17	07:30 – 13:00

Disclosure slide required!
As part of the EBAH CME accreditation procedures, all speakers and chairs are obliged to disclose their affiliations on the first slide of each presentation, to be shown for the duration of at least 10 seconds. Your presentation will not be accepted without a disclosure slide. In case of any questions, please send an e-mail to info@ebah.org.

Rules & regulations for oral presentations
1. The use of your personal laptop during your presentation is prohibited.
2. Use of your own laptop is exclusively for copying the presentation onto the network.
3. When preparing your PowerPoint presentation please bear in mind;
   - Only PowerPoint presentations made in Microsoft office 2010 or earlier versions can be accepted
   - Presentations will be projected in a 16:9 format. All video/data projectors (beamers) at the congress can visualize this format without a problem.
   - Pictures and animation links to the internet or to other files will not be accessible
   - All movies and hyperlinks used in a presentation should be set to start automatically, as it is not possible to click on a movie when using E!presenter.
   - Use standard windows fonts only, .24 font sizes can be read easily.
   - The following codec's will be available for use;
     - Integrated audio files such as mp3 or wav.
     - AVI and MPEG movies, integrated in a Powerpoint presentation, using the following codec's:

- XviD Version 1.3
- DIVX H264 8.2
- 3ivX Pro [Version D4 4.5.1]
- Ligos Indeo XP
- H264 Mp4
- MS MPEG-4 [version 4.1.0.3927]
- MPEG-4 Low and Fast motion [version 4.1.0.3927]
- Ligos MPEG-2 decoder [version 4.0.0.77]
- Cyberlink MPEG-2 decoder [version 8.4]
- MainConcept MPEG-2 decoder [version 1.0.0.78]
- QuickTime codecs [version 7.6.9]
- Windows Media Player 1
  o Should embedded movies in a presentation not work, they will be converted at the SSC to a PowerPoint compatible format, with the Procoder® video program.
4. MAC users should check in early at the SSC to convert their presentation into a pc format.

POSTER PRESENTATION

BEFORE THE CONGRESS:

1. Prepare your poster and upload
- Size of poster board (usable space): 194 cm wide and 150 cm high (horizontal/landscape)
- Please note that in order to benefit from the free printing service your PowerPoint file needs to be of exact dimensions: 134 x 90cm (landscape/horizontal)
- Use a clear typeface.
- The poster should be readable from a distance of 2-3 meters. This means that all lettering should be at least 8mm high.
- Graphs and diagrams should be drawn with a minimum line width of 1 mm.

2. Upload your poster & print service
- Please log in to the website of MultiLearning with your personal login codes provided in your confirmation letter. Here you will find all tips, tricks and templates to create a poster.
- Please do not forget to tick the box for free printing and delivery to the congress center in Stockholm or arrange your own printed poster.

3. Register for the congress
4. Please remember to register for the congress via www.ehaweb.org before May 10 to benefit from the early registration fee and to be allowed to present your poster.

AT THE CONGRESS:
General information
- Posters will be presented in the (E–)Poster Area, Hall A.
- One poster board will be allocated for each poster presentation.
- A printed number identifying each poster board will be provided.
- Material and color of poster board: hard board, colored white and an aluminum frame.
- All posters need to mount on the poster boards.

Poster pick-up & mounting
- Posters printed via the complimentary printing service can be picked up from the (E–)Poster Desk in the Networking Area, Hall A as of Thursday, June 14 as of 07:30.

- Posters should be mount:
  - During the indicated set-up time (see below).
  - Using double sided tape.
  - Assistance and material will be available from set-up time at the (E–)Poster Desk in the in the Networking Area, Hall A, which will be open as of Thursday, June 14, 07:30.

Poster viewing and presentation
- The paper posters will be on display in two shifts, one on Friday and one on Saturday.
- Poster authors are obliged to be present at their poster during the entire Poster Session.

Removing your poster material
Material should be removed before the indicated times for dismantling. If posters are not removed within the time for dismantling (see below), your poster will be removed and disposed of.

Poster presentation schedule

	Poster Session I Friday, June 15	Poster Session II Saturday, June 16
Set-up	09:30 – 12:00	09:30 – 12:00
Viewing	12:00 – 19:00	12:00 - 19:00
Poster Session	**17:30 – 19:00**	**17:30 - 19:00**
Dismantling	19:00 – 20:00	19:00 – 20:00