

# INSTRUCTIONS FOR POSTER PRESENTERS

For your convenience, we have summarized the most important information for your poster presentation at IPOS 2024 Congress below. Please pay close attention to the information.

## 1. BEFORE THE CONGRESS

### General programme

The final programme is recently published and can be found [here](#). The poster programme is published per postervisit in the final programme.

In the final programme, we have scheduled 4 postervisits:

Postervisit 1: Wednesday 25 September – 13:00 – 13:30

Postervisit 2: Wednesday 25 September – 17:30 – 18:00

Postervisit 3: Thursday 26 September – 12:30 – 13:00

Postervisit 4: Friday 27 September – 12:30 – 13:00

**Please note:** There is a daily poster change. On each day, there will be one dedicated postervisit session during which the speaker is expected to be present at their poster. For the rest of the day, the poster will remain displayed, but it is not required to be present at the poster.

The poster should be hung up by 09:00 at the latest on the poster board with your poster number. Your poster number can be found in detailed postervisit overview.

The poster can be taken down after the end of the program:

Wednesday, September 25: after 18:30

Thursday, September 26: after 17:15

Friday, September 27: after 17:00

Unfortunately, there is no possibility to change the date and time of the poster presentations.

### Abstract book

Your submitted abstract will be published in the abstract book which will be provided. Changes in the abstract book as well as adding author names can be implemented till July 31<sup>st</sup>, 2024. After this date, changes can no longer be implemented.

## 2. PREPARING YOUR POSTER PRESENTATION

### Content and language

Presenters are fully responsible for the content of their poster (order, graphics, etc.). All posters must be in English, as English is the official language of the congress.

### **Poster printing service**

Information about the poster printing service will be added soon. This service is at your own costs.

It is also permitted to bring your own printed poster, provided it adheres to the specified format.

### **Presentation formats**

All posters must be printed in portrait orientation. The format for posters is A0 (width: 84.1cm / 33.1in; height: 118.9cm / 46.8in). There is room for 1 poster per poster board. All accepted poster presentations will be published on the congress website soon.

Important:

- Please add the Abstract ID number of your abstract on the poster, for example "#206", in the upper right corner of the poster. This abstract ID number is communicated in the confirmation e-mails received after your submission as well as the notification e-mail. Allocate the top of the poster for the title and authors as stated in the submitted abstract and your contact details during the congress.
- The text, illustrations, etc. should be bold enough to be read from a distance of two meters.
- Material for attaching the poster will be available in the poster area for hanging posters. Staff will also be in the poster area to assist you with your poster location. Putting up the poster should be done by each author.
- The poster boards will be numbered by the organization. The presentation number assigned to your poster should **not** be placed on your poster. Please check the poster list on the congress website carefully to make sure you hang the poster on the correct poster board. **Your abstract number is not your poster number.**

There are no further specific format and layout requirements of the organization.

## **3. DURING THE CONGRESS**

Once you arrive at the congress, you can pick up your badge and congress materials at the registration desk. Please see the poster list to find the board number on which to hang your poster. Please use the board with the corresponding poster number. Pins to hang your poster will be provided at the congress location.

Poster presenters are requested to stand next to their poster for discussion on their allocated day during the poster sessions which will take place during breaks and lunches on all congress days. All posters should be set up before the congress starts on the allocated

day. Posters should be dismantled before the end of the congress day. The organization will remove all posters after the assigned congress day.

If the poster is not collected it will be discarded after the congress.

#### **4. QUESTIONS OR CANCEL POSTER PRESENTATION?**

If, for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer | conferences & events via [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com).