

## INSTRUCTIONS FOR POSTER PRESENTERS

For your convenience, we have summarised the most important information for your poster presentation during ESTIV 2022 below. **Please pay close attention** to the information provided.

### 1. BEFORE THE CONGRESS

#### Scientific Programme

The schedule and times of all oral and poster presentations are published on the congress website and can be found [here](#). Poster viewing will take place during the breaks, lunches and during the wine reception in the poster area.

#### Programme and abstract book

The title, name of the presenting author and all other author names will be stated in the programme book which will be provided digitally to all congress participants. Your submitted abstract will be published in the abstract book which will also be digitally provided. Changes in the abstract book as well as adding author names is not possible anymore.

#### Registration

All presenting authors of ESTIV 2022 are obligated to register for the congress. Please kindly note that it is required to register and pay **before 30 September 2022** to be guaranteed a spot in the Scientific Programme. Please use the following link for more details about the registration fees and to register for ESTIV 2022: <https://www.estiv.org/congress2022/registration/>

#### Travel

ESTIV 2022 will take place at Melia Sitges Hotel in the Barcelona Region in Spain. For more information about how to get to the venue, please visit the congress website by clicking [here](#).

#### COVID-19

The ESTIV 2022 organisers will adhere to the Spain health and safety regulations at all times and will take every measure possible to provide a safe environment during the congress.

### 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. Prepare the poster at home and bring the printed poster to the congress. The congress does not provide a poster printing service.

#### Presentation formats and duration

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 are published on the congress website and can be found [here](#).

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 our [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

#### Arrival at 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 posters for discussion 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 first day. Posters should be dismantled before the end of the congress. The organization will remove all posters after the congress.

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

#### Speaker Ready Room

We have reserved a room for all speakers. In this room, you can work in peace and quiet or prepare your presentation. There is no AV available in this room. Speakers are required to bring their own laptops if needed.

#### WIFI

Free WIFI is available in the venue. An access code will be provided to you by the organisation on-site or is not necessary. Please note that the provided WIFI connection is suitable for emailing and browsing but not for heavy down- and uploading.

**Lunch**

During the congress days of ESTIV 2022, lunch is included for all participants and presenters. You can pick up your lunch at the distribution points in the Exhibition hall (Tramuntana).

**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 Group | conferences & events via [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com).

**Conference Secretariat**

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