



EAU18 | COPENHAGEN

16-20 March 2018
Cutting-edge Science at Europe's largest Urology Congress

INSTRUCTIONS FOR STANDARD AND EXTENDED POSTER PRESENTERS

Congratulations! Your abstract has been accepted for presentation, during a poster session, at the forthcoming Annual Congress of the European Association of Urology in Copenhagen, 16-20 March 2018.

FORMAT OF A POSTER SESSION

A poster session is split into two parts. The first part is reserved for poster viewing (20 minutes), in which presenters should remain next to their poster. After the poster viewing all persons should sit down after which the chairs give an introduction.

STANDARD: Presenters of standard presentations have 2 minutes to present their abstract, using 4 predefined slides (including a title and conflict of interest slide). Subsequently, there is a 2 minute discussion led by the chairs.

EXTENDED: Sessions can also contain extended presentations. **Extended presentations are indicated with a (*) on the website (<http://faculty.uroweb.org>).** Presenters of extended presentations have 3 minutes presentation time, using max. 6 pre-defined slides (including a title and conflict of interest slide), followed by 3 minutes of discussion.

(Extended posters are not seen as higher quality papers but are posters with controversial topics or results requiring more extensive discussion).

1. Poster viewing (20 min)
2. Introduction by one of the chairs (3 min.)
- 3.a Poster presentations – **standard**
 - 2 min. presentation **using 4 pre-defined slides**
 - Slide 1: Title and name presenter
 - Slide 2: Conflict of interest
 - Slide 3: Background & Materials, Patients, Methods
 - Slide 4: Results & Conclusions
 - 2 min. discussion (lead by the chair)
- 3.b Poster presentations - **extended**
 - 3 min. presentation **using max. 6 pre-defined slides (including a title and conflict of interest slide)**
 - 3 min. discussion (lead by the chair)
4. Conclusion by one of the chairs

GUIDELINES FOR POSTER PRESENTERS

The quality of the congress is extremely dependent on the calibre of the presenters and their posters. The EAU Scientific Congress Office would like to remind you of a few key points.

BEFORE the session

1. Complete the Conflict of Interest form

We kindly request you to fill out a Conflict of Interest form when you are speaking at the EAU Annual Congress. The form is available on-line through the speaker website <http://faculty.uroweb.org>. If you already filled out such a form please check (and confirm) if all information provided is still up-to-date.

2. Download the standard PowerPoint template – Standard; 4 slides. Extended; max. 6 slides

Please go to the speaker website to download the standard PowerPoint template (you can find the template in the right side bar under “Information”). Please declare any relevant links to the industry in relation to your presentation or other conflicts of interests on the slide included in the PowerPoint template.

3. Upload the PDF of your poster (available as of 15 January - deadline 12 February 2018)

You are requested to upload a PDF of your poster through the speaker website before the **deadline of 12 February 2018**. It is vital that you adhere to this deadline to allow sufficient time for the chairs to prepare for the sessions.

Nominations for the Best Poster: More importantly is that nominations for the Best Poster will be done before the congress, using the uploaded poster PDF's. So if you wish to be considered for the Best Poster nomination, upload the PDF of your poster before the 12th of February!

Poster DVD: A special Poster DVD will be produced, which includes all uploaded poster PDF's (uploaded before 12th of February), and will be given to all delegates.

Online preview: Poster PDFs will not be used for presentation, but can be viewed online at <http://eau18.uroweb.org/> during and after the EAU Congress.

4. Upload your PowerPoint slides (available as of 15 January - deadline 13 March 2018)

You are requested to upload your PowerPoint presentation (Standard; 4 slides. Extended; max. 6 slides) through the speaker website before the **deadline of 13 March 2018**. It is vital that you adhere to this deadline to allow sufficient time for the chairs to prepare for the sessions.

The slides with key points of your abstract will be projected on the screen during your presentation. Your PowerPoint presentation will be webcasted during the congress and can be viewed online at <http://eau18.uroweb.org/>.

5. Upload your e-Poster (available as of 15 January - deadline 12 February 2018)

Besides uploading the PDF of your poster and your PowerPoint slides you are requested to upload an e-Poster through the speaker website <http://faculty.uroweb.org> before the **deadline of 12 February 2018**. The e-Poster is in PowerPoint format with integrated videos, animations and/or added audio commentary. Please note, there is NO slide limitation for an e-Poster.

e-Poster is a medium to translate science to the congress delegates. E-Posters will explain the science in a new way; they may contain oral explanations, videos, additional statistic materials, PowerPoint presentations etc. The possibilities are numerous!

In addition to the Poster Sessions, where data will be explained by you, all e-Posters will be available at:

- the e-Poster Corner offering extensive viewing stations
- the EAU18 website
- the EAU Events App – EAU18
- the EAU18 Resource Centre and Urosource
- the EAU18 Abstract USB

Kindly note: e-Posters are **not** used/intended for poster presentations in regular poster sessions. e-Posters are self-explanatory and will be used to expose your findings via the EAU Resource Centre to all who could not attend your poster presentation during EAU18. Only posters submitted in an e-Poster format will be made available in the EAU Resource Centre (online) & e-Poster Corner (onsite). Please do not miss out on this opportunity!

6. Print your poster (available as of 10 January 2018 – Deadline 28 February 2018)

You can either use your own printing service to produce a poster, or you can use PosterSessionOnline through the PosterSessionsOnline Service. The deadline for submitting a poster is **28 February 2018**.

The PosterSessionOnline Service will print your poster which you can collect during the Copenhagen Congress (price per poster € 59 excl. 21% VAT). This way you do not need to bring your poster to Copenhagen!

Posters ordered via the PosterSessionOnline Service need to be picked up at the Speaker Service Centre before the start of the session. So your poster will NOT automatically be brought to the session room.

DURING the session

Date, time and place of all poster sessions are listed in the EAU Events App – EAU18 and on the Copenhagen Congress website (<https://scientific-programme.uroweb.org/eau18>).

- An abstract presenter must attend the whole session in which he/she is scheduled.
- You need to bring your own poster to Copenhagen if you did not order your poster via the PosterSessionOnline Service.
- Please mount your poster on the board assigned to you 15 minutes prior to the start of the session.
- Please remove your poster immediately at the end of the session.

POSTERS PREPARATION INSTRUCTIONS

What is the definition of a good poster?

A good poster can be easily read from a distance of 20 metres while projected on a screen!

Make sure you do NOT place tables or figures with small letter fonts. Your letter font should be at least 12.

Make your poster visually interesting, but not over-elaborate

- Your poster should follow an easy to understand format i.e. abstract methods, results and conclusions
- You will be responsible for mounting your poster on the assigned poster board in the session rooms 15 min. prior to the start of the session.
- Ensure that your poster complies with the instructions to maximise legibility during projection.
- Please check the more detailed instructions below

Equipment supplied

- Poster boards with a maximum height of 90cm and a width of 1.34m
- Pushpins; please leave the pushpins on the board at the end of your session

DO's

- DO make your poster in a LANDSCAPE (horizontal) format
- DO indicate at the top of your poster the abstract number, title of the presentation and its authors and institutions. The lettering for this sign should be at least 2.5cm high
- DO use block lettering (at least 1.25cm high) for other portions of your presentation to add emphasis and readability
- Do keep illustrative material simple by using charts, graphs, drawings and pictures. Keep in mind that your illustrations must be read from a distance of about 1–1.5m or more.
- DO use matte (silk) finish for photographs as this will help diminish glare
- DO make posters as self-explanatory as possible
- DO provide descriptive handouts if useful to attendees

DONT'S

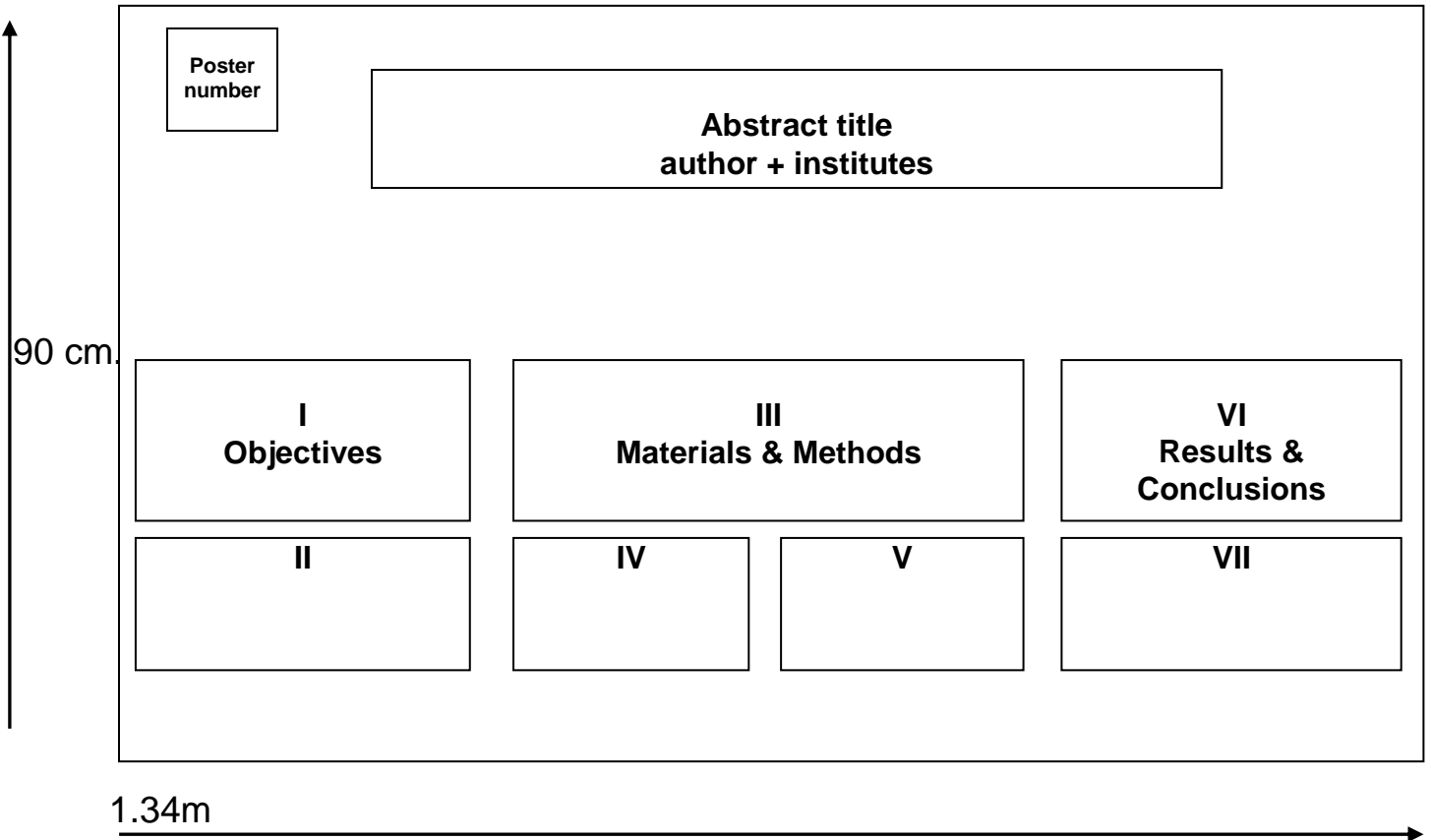
- DO NOT mount abstracts on heavy board, thus avoiding hanging problems
- DO NOT use projection equipment (projectors are not supplied)
- DO NOT write or paint on the poster board as background for your poster (someone will be using the poster board after you)

Suggestions for the construction of a poster

Some colour combinations that provide better contrast are:

- black on yellow
- black on orange
- green on white
- red on white
- white on black

Poster example



We look forward to seeing you in Copenhagen!