



## GUIDELINES FOR HARDCOPY POSTER PRESENTATION ECCO'15 Barcelona Congress

**Your abstract has been selected for a "hardcopy poster presentation". This means that your abstract will be installed on a poster wall in the poster exhibition area and will be available for viewing throughout the Congress.**

Please pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.

**Please inform the ECCO Office immediately of any changes in title, presenter or mailing address.**

### EXHIBITION HOURS

Thursday, February 19, 2015 from 12:00 to 18:00, Friday, February 20, 2015 from 09:30 – 18:00 and Saturday, February 21, 2015 from 09:30-13:00.

### GUIDED POSTER TOUR

On Friday, February 20, 2015 from 12:20-13:30 a guided poster session is taking place. The presenting author of the poster is expected to be present during Friday lunchtime. This will give delegates the unique opportunity to interact with the authors in person.

### SIZE OF POSTERS

**PORTRAIT STYLE: 140 cm/55,12 inches high; 90 cm/35,43 inches wide** (Your poster **must not exceed** these dimensions!).

Posters in landscape style can NOT be hung up and will NOT be accepted.

### PREPARING YOUR POSTER

- All exhibits have to be in English.
- Organise your poster as follows: Background, methods, results, conclusion.
- Keep all elements of your poster (pictures, tables, graphics, drawings, photos) simple.
- Remember that the visitor has to be able to read the text from a distance of up to 1.5 m.
- Make sure that the poster speaks for itself and does not require extensive explanations.
- Plan your layout in such a way that the viewer can move her/his eyes from left to right and from top to bottom with appropriate breaks (portrait style!)
- Try to prepare a poster in one part - if constructed with many parts make sure to know the order.

### HEADINGS

Headings featuring number of presentation, title and authors have to be prepared with minimum font size 72 by the author. Likewise, it is strongly recommended that the font size for the body text should be minimum 46.

### MOUNTING

Posters may be mounted on Thursday, February 19, 2015 from 07:30-10:00. Posters **must be set up by Thursday, February 19, 2015, 10:00.**

Please sign up at the poster help desk onsite in the exhibition hall. Staff will assist you in locating your poster wall and setting up your poster. **Please use the mounting material provided by ECCO staff – it is strictly forbidden to use other tape than provided by ECCO.**

### REMOVAL

Posters will have to be removed on Saturday, February 21, 2015 from 13:00 until 14:00 (you should not dismantle your poster before that date and time).

Please note that all posters which are not removed by 14:00 will have to be destroyed.

ECCO and its staff are not responsible for packing, removing or shipping your poster.

Should you have to leave before Saturday 13:00, please designate a colleague to be responsible for removing your poster.

### CLAIMS

Neither ECCO nor the congress venue are responsible for any loss or damage of your poster or can be held liable for injuries to persons or damage to property owned by the poster presenter. ECCO and the congress venue are free from all liabilities which may arise from the poster presenter's participation in ECCO'15 and its activities.



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**WE THANK YOU IN ADVANCE FOR PRESENTING YOUR WORK AT ECCO'15!**