



## INSTRUCTIONS EXTENDED POSTER PRESENTATIONS

Congratulations! Your poster has been accepted for presentation at the forthcoming Annual Congress of the European Association of Urology in Stockholm, 11-15 April 2014. The selected type of presentation is an **extended presentation**.

The *European Association of Urology (EAU)* recognises that original presentations are the most important element of our Annual Congress. With an increasing number of high quality submissions every year, it is becoming increasingly difficult to accommodate more presentations

A poster session is a visual and concise method of presenting one's original work. With effective interaction and dynamic session chairs, posters provide adequate feedback and generate a lot of discussion.

All accepted abstracts are presented as posters, with a maximum of 12 to 14 posters per session.

## FORMAT OF A POSTER SESSION

A poster session is split into two parts. In the first part there will be poster viewing of 20 minutes, during which presenters should remain next to their poster. After the poster viewing all sit down and the chairs give a short introduction. Presenters of standard presentations have 2 minutes to present their abstract, using two predefined slides. Subsequently, there is a 2 minute discussion lead by the chairs. Presenters of extended presentations have 3 minutes presentation time, followed by three 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 the chair (5-10 min)
- 3a. Poster presentations - standard
  - 2 min. presentation **using 2 standard slides**
  - 2 min. discussion (lead by the chair)
- 3b. Poster presentations - extended
  - 3 min. presentation **using max. 5 slides**
  - 3 min. discussion (lead by the chair)
3. Conclusion by the chair (5-10 min)

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:

## WHAT DO YOU NEED TO DO?

### Before the congress

- Complete the conflict of interest form – available now
- Download the standard PowerPoint template – available now
- Upload the PDF of your poster – available as of 17 January
- Upload your PowerPoint slides (max. 5 slides) – available as of 17 January
- Make your poster – available as of 17 January

### **1. Complete the Conflict of Interest form (available now)**

Please go to the speaker website, <http://faculty.uroweb.org> where you can complete or update the Conflict of Interest form

The EAU Scientific Congress Office requests that you declare any relevant links to the industry in relation to your presentation or other conflicts of interests at the beginning of your presentation.

## **2. Download the standard PowerPoint template (available now)**

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Please go to the speaker website, <http://faculty.uroweb.org> to download the standard PowerPoint template (you can find the template under “useful files”)

## **3. Upload a PDF of your poster (available as of 17 January 2014)**

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You are requested to upload a PDF of your poster through the speaker website, <http://faculty.uroweb.org> **between 17 January and before the deadline of 17 March**. It is vital that you adhere to this deadline to allow sufficient time for the chairs to prepare for the sessions. More importantly is that nominations for the Best Poster will be done before the congress using the uploaded posters. So if you wish to be considered for the Best Poster nomination, upload the PDF of your poster on time!

Posters PDFs will not be used for your presentation, but during and after the EAU Congress the poster PDFs can be viewed online at: [www.eaustockholm2014.org](http://www.eaustockholm2014.org). In addition a special Poster DVD will be produced.

## **4. Upload your PowerPoint slides - max. 5 slides (available as of 17 January 2014)**

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You are requested to upload your PowerPoint presentation (max. 5 slides) through the speaker website <http://faculty.uroweb.org> **between 17 January and before the deadline of 17 March**. 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 [www.eaustockholm2014.org](http://www.eaustockholm2014.org)

## **5. Make your poster (available as of 17 January 2014)**

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You can either use your own printing service to produce a poster, or you can use PosterSessionOnline.

### **PosterSessionOnline service**

You can create your poster through the [PosterSessionOnline](http://PosterSessionOnline). The deadline for submitting a poster is 2 April 2014 (23:59 Central European Time).

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

Posters ordered via the PosterSessionOnline service will not automatically be brought to the session room, but need to be picked up in advance at the Speaker Service Centre.

### **At the time of the session**

Please mount your poster on the board assigned to you 15 minutes prior to the start of the session. An abstract presenter must attend the whole session in which he/she is scheduled. Your poster should be removed immediately at the end of the session.

## **POSTERS**

### **Instructions**

You do need to bring your own poster to Stockholm, except when having ordered one through the PosterSessionOnline Service.

Date, time and place of all poster sessions are listed in the programme book and at the Stockholm Congress website (<http://www.eaustockholm2014.org/scientific-programme/>). Please mount your poster on the board assigned to you 15 minutes prior to the start of the session. Your poster should be removed immediately at the end of the session. An abstract presenter must attend the whole session in which he/she is scheduled.

### **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 97cm and a width of 1.47m
- Pushpins; please leave the pushpins on the board at the conclusion of your session

### DO's

- 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
- 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

