

## PRESENTER GUIDELINES – ELECTRONIC POSTERS

Upload deadline: Monday, August 16

The following guidelines will provide you with valuable information about preparing and uploading your electronic poster file. Please read these carefully.

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### GENERAL INFORMATION

Electronic posters should be prepared and uploaded in PowerPoint format.

For the integration in the poster viewing system, the submitted PowerPoint files will be automatically converted into a format allowing for fast-loading and multi-compatible online viewing.

After their release, electronic posters will be viewable as on demand content for the attendees.

Electronic poster presentations not complying with these guidelines may not play properly on the online event platform.

Given the presenter's agreement, all posters will be made available in the CIRSE Library, [library.cirse.org](http://library.cirse.org), after the congress. If you do not agree with the publication of your poster, please notify CIRSE in writing. In any event, you retain the copyright of the electronic poster.

## PREPARING YOUR POSTER MATERIAL

### Formal and technical requirements

1. **Format:** Electronic posters will be accepted in MS PowerPoint (\*.pptx) format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
2. **Versions:** Your presentation must be prepared in MS PowerPoint 2010, 2013 or 2016.
3. **Language:** As the official congress language is English, all electronic poster presentations must be in **English**. If English is not your native language, we recommend that you have your poster proof-read by a native speaker if possible.
4. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
5. **Patient anonymity:** Please make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. **Patient anonymity must be ensured** at all times.
6. Presenters at CIRSE meetings must be sensitive to diversity and ensure that their presentations are **free from any content that may be perceived as discriminatory or derogatory**. CIRSE reserves the right to exclude non-compliant speakers from presenting at future meetings.
7. **Copyright reserved material:** It is the author's responsibility to ensure that any part of the slideshow (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
8. **Conflicts of interest:** According to the CIRSE disclosure policy, all **poster presenters must disclose potential conflicts of interest** on the cover slide of their poster.
9. **Movies:** Supported formats are .avi, .wmv, .mpg or .mp4. If your poster contains movies, always remember to embed the movie into the PowerPoint file and save it as .pptx file. Movies cannot be embedded in .ppt files.
10. **Please note that macros should not be used** and **flash-animations are not supported**.
11. **File name:** The name of the presentation file should include the presenter's name and the presentation number (max. 50 characters). To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.).
12. **File size:** The maximum file size per poster should be 50 MB.

### Slide design

1. **Aspect ratio** of your presentation should be **16:9 (landscape orientation)**.
2. **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.
3. **Text:** Your guiding principle should be **"As much as necessary, as little as possible"**. The text should be concise and to the point, key facts should be highlighted.

#### 4. Recommended slides per poster type:

Please don't exceed the below indicated numbers of slides per poster/section.

	Total number of slides	Mandatory / optional	Recommended number of slides per section
<b>Scientific Poster</b>			
Title & Authors (incl. financial disclosure)	max. 12	m	1
Purpose		m	1
Methods and Materials		m	2
Results		m	3-4
Conclusions		m	1-2
References		o	1-2
<b>Educational Poster</b>			
Title & Authors (incl. financial disclosure)	max. 12	m	1
Learning Objectives		m	1
Background		m	2
Clinical Findings / Procedure Details		m	3-4
Conclusions		m	1-2
References		o	1-2
<b>Case Report</b>			
Title & Authors (incl. financial disclosure)	max. 8	m	1
Clinical History/Pre-treatment Imaging		m	1-2
Treatment Options/Results		m	2-3
Discussion		m	1
Take-home Points		m	1

- Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).
- Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the monitor.
- Images and movies:** It is recommended that you collect your illustration material well in advance. Do not select too many images and/or movies. Concentrate on those which support your key points and conclusions optimally.

**UPLOADING ELECTRONIC POSTERS**

Your poster file must be uploaded to the [presentation system](#) by Monday, August 16, at the latest.

We ask for your understanding that **posters sent by email will not be accommodated in the system** and will be considered as not submitted. It is the responsibility of the poster presenter to upload their poster by the deadline.

Should you require assistance, please contact [scientific@cirse.org](mailto:scientific@cirse.org).

Thank you for your kind co-operation!  
Your CIRSE Scientific Department