



Important instructions to presenters in poster sessions

Congratulations! Your poster has been accepted for presentation at the forthcoming Annual Congress of the European Association of Urology in Milan, 26-29 March 2008.

Short explanation of poster sessions

The poster session will start with a poster viewing of 30 minutes (if there are 16 posters in a session the poster viewing time will be 25 minutes). Subsequently all will sit down and the chairs will ask the first poster presenter to come to the stage. Poster presenters will be called to the stage according to their order in the programme book. Poster presenters will have 1 minute to present 1-3 slides. The remaining 3 minutes presenters will answer questions of the chairs and the audience.

Poster Session format

1. Poster viewing: presenter should remain near his/her poster (25 - 30 minutes)
2. Introduction of the topic(s) by the chairs
3. 1 minute slide presentation
4. Questions and interactive discussion with the audience (3 - 4 min. per abstract)
5. Conclusion by the chairs

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

- Poster presenters will have 1 minute to present 1–3 Power Point slides with all the key points of the poster. The EAU (abstracts@congressconsultants.com) needs to receive the slide prior to **18 February 2008**. Slides received after the deadline will not be shown.
- A PDF of your poster will be projected during your poster session and will also be available online at www.eaumilan2008.org three weeks prior to the congress. Therefore we need to receive a PDF file of your poster prior to: **18 February 2008**.
- To ensure that the PDF file is of a high quality you can create your poster through the PosterSessionsOnline Service at: <http://www.eaumilan2008.org/nc/poster-service-online/>. The EAU will project the PDF received through the Poster Service.
- The PosterOnline Service will print your poster which you can collect during the Milan Congress (price per poster € 82 excl. 19% VAT). This way you do not need to bring your poster to Milan!
- Alternatively you can send us a PDF of your poster **before 18 February 2008** by e-mail abstracts@congressconsultants.com or by post mail on a cd rom to: Congress Consultants B.V. – f.a.o. Silvia de Bruin
Mr. E.N. Van Kleffensstraat 5
6842 CV Arnhem
The Netherlands
IMPORTANT: if you choose not to use the PosterSessionsOnline Service you need to bring your own poster to the congress.
- From 1 January 2008 it is obligatory that all speakers/presenting authors involved in EAU activities complete a Conflict of Interest Form. Therefore 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 online at <https://www.uroweb.org/my-eau-login/> (for EAU members) and <http://www.uroweb.org/nc/my-eau-login/sign-up/> (for non-EAU



members). Once you have logged in, click on 'conflict of interest form' and proceed from there.

If you have already completed a COI form you are requested to update this regularly.

- The EAU Scientific 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.
- 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

Instructions

Date, time and place are listed in the programme book and at the abstract submission site (www.uroweb.org/abstractsubmission) under the header 'status overview'. 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.

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

