



## INSTRUCTIONS FOR PRESENTERS IN EXPERT-GUIDED POSTER TOURS

### FORMAT OF AN EXPERT-GUIDED POSTER TOUR

The Expert-Guided Poster Tour is a new innovative session type during which posters will be presented in a completely different way. The Tour aims to provide an interactive platform informing delegates on the real essentials and providing in-depth information on the different research projects.

Your abstract was selected for an Expert-Guided Poster Tour because it was felt that your work would be well fitted to be explained in a different way.

The Expert-Guided Poster Tour will consist of two parts:

The first part is reserved for poster viewing. The poster will be on display for 30 min. before the start of the Guided Poster Tour. During the poster viewing delegates and Experts are able to view the posters and prepare for the Tour. Kindly note that you are not obliged to remain next to your poster during the poster viewing time. However, please be present at least 15 minutes before the start of the Guided Poster Tour.

During the second part of the Tour, the two experts acting as moderators, will ask questions to poster presenters. They may involve several presenters at the same time for topic-oriented discussions. Presenters will be triggered to think about their research in a different way. This will enhance lively and interactive discussions between presenters, experts and audience.

### GUIDELINES FOR EXPERT-GUIDED POSTER TOUR

The EAU Scientific Congress Office would like to remind you of a few key points:

#### BEFORE the Expert-guided poster tour

##### **1. Complete the Conflict of Interest form**

We kindly ask you to complete the Conflict of Interest form when you are speaking at the EAU Annual Congress. The form is available on-line at <http://faculty.uroweb.org>.

If you already completed this form please check (and confirm) if all information provided is still up-to-date.

##### **2. Upload the PDF of your poster (available as of 14 January - deadline 17 June 2020)**

You are requested to upload a PDF of your poster through the speaker website, <http://faculty.uroweb.org> before **17 June 2020, 23:59 CET**. It is vital that you adhere to this deadline to allow sufficient time for the Experts/Chairs to prepare for the session.

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 **17<sup>th</sup> of June!**

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

Please note, that after the above mentioned deadlines you are still able to enter the upload website until the 15<sup>th</sup> of July, 08:00 CET.

##### **3. Upload your e-Poster (available as of 14 January - deadline 15 July 2020, 08:00 CET)**

Besides uploading the PDF of your poster you are requested to upload an e-Poster through the speaker website <http://faculty.uroweb.org> before the **deadline of 15 July 2020**. The e-Poster is in PowerPoint format. You are encouraged to integrate videos and animations and add audio commentary.

**Kindly note:** 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 EAU20. 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!

### **e-Posters will add a new dimension to understanding our science**

For the upcoming Annual EAU Congress in Amsterdam e-Posters will be 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 Guided Poster Tours, all e-Posters will be available at:

- the e-Poster Corner offering extensive viewing stations
- the EAU20 website
- the EAU20 congress App
- the EAU20 Resource Centre
- the EAU20 Poster USB

### **5. Print your poster (available as of 21 January 2020 – Deadline 9th July 23:59 CET)**

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 **9th July 23:59 CET**.

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

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.

### **DURING the Expert-Guided Poster Tour**

Date, time and place of all poster sessions are listed in the EAU Events App – EAU20 and on the Amsterdam Congress website (<https://scientific-programme.uroweb.org/eau20>).

- You are obliged to attend the Expert-guided poster tour (1 hour) in which you are scheduled.
- You need to bring your own poster to Amsterdam 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 poster viewing.
- Please remove your poster immediately at the end of the Tour.

### **POSTER PREPARATION INSTRUCTIONS**

#### **What is the definition of a good poster?**

A good poster can be easily read from a distance of 5 metres. 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

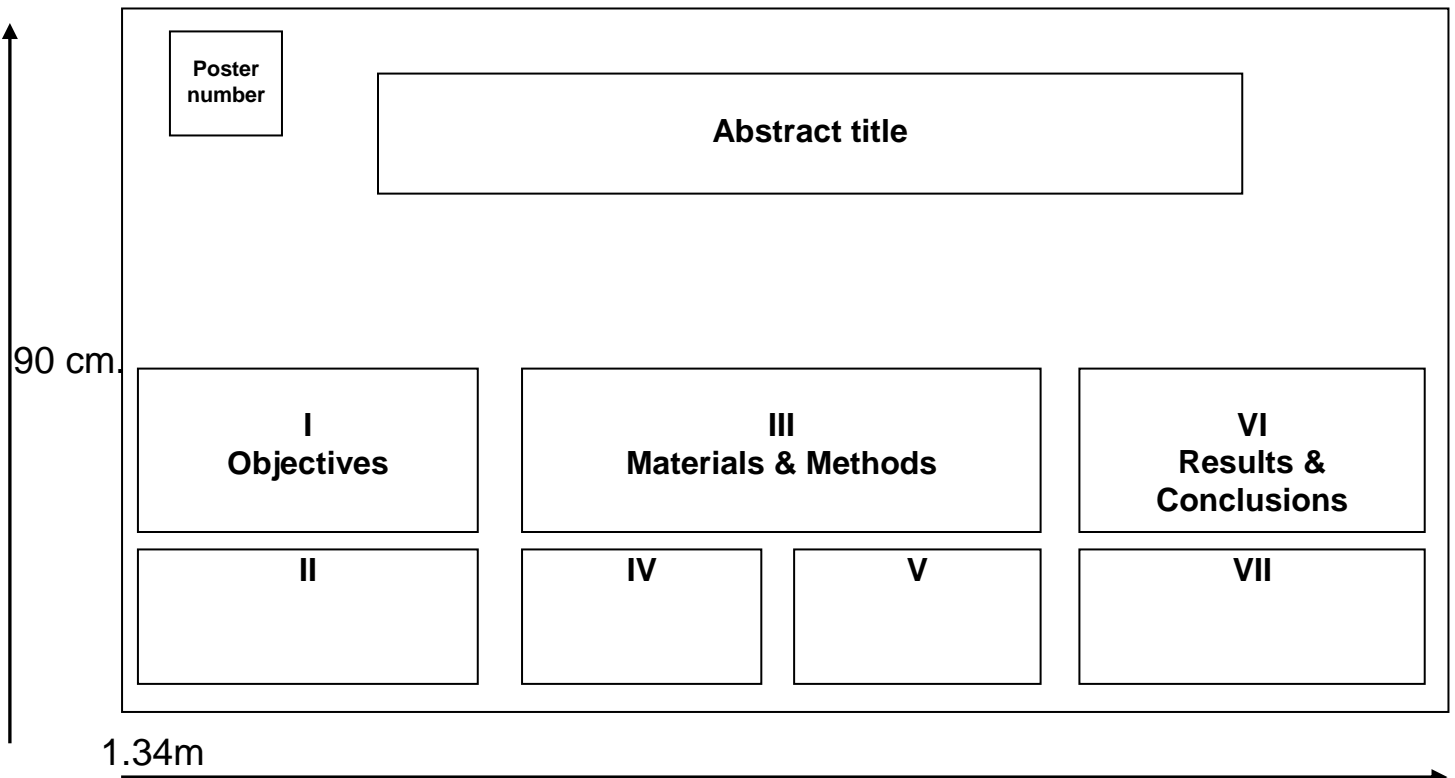
- DO NOT mount abstracts on heavy board, thus avoiding hanging problems
- DO NOT use projection equipment (projectors are not supplied)
- DO NOT write or paint on the poster board as background for your poster (someone will be using the poster board after you)

### 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 Amsterdam!**