

GUIDELINES FOR AUTHORS OF CHAIRED POSTER PRESENTATIONS

PREPARATION OF YOUR CONTRIBUTION

All the posters will be presented as e-posters. All the registered participants will have the chance to access the authors' scientific contributions during the Symposium through e-posters stations or online through the ESPHM platform – www.esphm.org.

We kindly ask you to prepare a pdf e-poster following the instructions below:

- Name your file as your **Slot ID**
- Only pdf format is allowed
- File size: 50 MB max.
- Portrait format

May 21st - 23rd, 2025

• 1080x1920 pixel

CONTRIBUTION UPLOAD – TECHNICAL INFORMATION

You will be requested to provide a PDF document of your poster within May 6, 2025.

You are kindly asked to upload it on your personal abstract page by following these simple steps:

• Click on the following link:

https://esphm.mzevents.it/abstract-submit-2025/login

- Access your panel using your credentials
- You will find all your accepted abstracts in the section ACCEPTED ABSTRACTS
- Click on the title of the abstract and then on ACTION LIST
- Click on ADD/REPLACE E-POSTER OR PRESENTATION
- Click on the box to upload the pdf file of the e-poster

You will have the chance to replace an already submitted presentation until May 6, 2025. After that, the latest version uploaded will be considered final and it will not be possible to make any further amendments.

All pdf e-posters will be published online on our **Conference Platform** (<u>www.esphm.org</u>) and only registered attendees will be able to access them.

GUIDELINES FOR YOUR PRESENTATION DURING THE SYMPOSIUM

TIME RESERVED FOR CHAIRED POSTER PRESENTATION

The chair poster session will be held on Thursday at lunch time.

5 minutes - 3 minutes per presentation and 2 minutes of discussion.

Speakers are requested not to exceed the allocated time. The time schedule will be strictly followed due to the nature of the symposium programme.

ADDITIONAL INFORMATION AND REQUESTS

We would like to remind you that when submitting your abstract, you agreed that the abstract and the corresponding poster/presentation, which you are going to show during the ESPHM, subsequently become available online on our platform.

Only registered attendees will be able to access these files. Through this process, the ECPHM want to give all authors the chance to disseminate their latest findings in science in the best possible way compared to the past editions.

We are convinced that this is a win-win situation for both authors and attendees having access to highest-quality digital material!

PROCEEDINGS

We are proud to inform you that your abstract will be published in the abstract book as well as on our dedicated platform (<u>www.esphm.org</u>).

For any further information you may need, please do not hesitate to contact the **ESPHM Organizing Secretariat** – Greta Brioschi, Tel: +39 02 66802323 – ext.919 – abstracts@esphm2025.org