



## GUIDELINES FOR POSTER TOUR PRESENTATIONS

### INFORMATION ON THE POSTER TOUR

- Poster tours gather the most outstanding posters submitted in 2024 and consist of several guided tours around the 6 best posters in various categories. During the tours, the poster presenters will have the opportunity to present, explain the main results of their work and answer questions during an interactive discussion.
- The number of participants per poster tour is limited to 20, each presenter will have **10 minutes to present & discuss** their poster.
- The tour will start at the corresponding poster tour station, located on Level 1 in the Balcony area. You may [click here](#) to view the online programme and find all poster tours.
- Microphones and headsets are provided onsite at each poster tour station.
- Please be present at the Poster station 5 minutes before the start of the tour. When the moderators arrive, introduce yourself and wait for your turn.
- When it is your turn to present, the tour guide will provide you with a microphone to allow participants to listen to you. Participants will be equipped with wireless headsets.
- Please give a short presentation of approximately 4 minutes to present the highlights of your work.
- Please ensure that your presentation does not run over the time allocated.
- After the short presentation, the tour guide will lead an interactive discussion with the participants attending the tour.
- Handouts of your abstract / poster (with your contact details) may facilitate future communication.
- The way your poster is arranged is of prime importance to facilitate this short presentation, during which you will only be able to stress the key elements. So, you need to be clear what these are and be aware how to explain them in a short time. Please also refer to the available template.
- Tour attendance will be limited to 20 attendees per tour and will be determined on a first come first served basis.
- Failure to present deprives the audience and leaves a space in the program that might have been filled by another presenter. Due to the competitive nature of the programme, any unexplained absences may result in ESPEN refusing to consider your abstracts at any future meetings.

### POSTER TOUR SESSION TIMES

<b>Poster Tour Session 1  </b> <b>Sunday 08 September 2024   12:30 – 14:00</b> <b>Hanging:</b> 08.09.2024 08:00 - 10:00 <b>Dismantling:</b> 08.09.2024 16:00 - 18:00 <b>Dismantling deadline:</b> 08.09.2024 18:00	<b>Poster Tour Session 2  </b> <b>Monday 09 September 2024   12:30 – 14:00</b> <b>Hanging:</b> 09.09.2024 08:00 - 10:00 <b>Dismantling:</b> 09.09.2024 16:00 - 18:00 <b>Dismantling deadline:</b> 09.09.2024 18:00
<b>Posters PT01 to PT30</b> <b>Poster tours I-V</b> <ul style="list-style-type: none"> <li>• Poster Tour I – Critical care</li> <li>• Poster Tour II – Geriatrics</li> <li>• Poster Tour III – Nutrition and cancer I</li> <li>• Poster Tour IV – Liver and gastrointestinal tract</li> <li>• Poster Tour V – Nutritional assessment</li> </ul>	<b>Posters PT31 to PT59</b> <b>Poster tours VI-X</b> <ul style="list-style-type: none"> <li>• Poster Tour VI – Nutritional intervention studies</li> <li>• Poster Tour VII – Nutrition and chronic disease</li> <li>• Poster Tour VIII – Nutrition and cancer II</li> <li>• Poster Tour IX – Obesity</li> <li>• Poster Tour X – Paediatrics</li> </ul>

### YOUR SHORT POSTER TOUR PRESENTATION

#### ➤ Presentation Length:

For a **10-minute poster tour presentation**, we recommend **6 minutes of presentation** and **4 minutes for questions** and audience discussion.

#### ➤ Tips and Tricks for your Short Presentation:

Ask yourself the following questions to give the most effective and powerful short presentation:

- What is my goal for this presentation?
- What is the most important message I want listeners to leave with?
- If I wrote a one sentence description of my presentation, what would it say?
- If I were to write a list of the keywords for the presentation, what words would be on the list?
- What is the theme? And what are the three major points?
- What action do I want audience members to take upon hearing my presentation?

➤ **Preparation:**

You will have to produce a **poster** as supporting material and be present in front of your poster at the indicated time in your notification letter.

➤ **Poster tour moderator:**

Please meet the moderator at your poster tour station **at least five (5) minutes prior to the start of your scheduled poster tour**.

➤ **Rules and Regulations:**

All presentations must be made in **English**. The use of an interpreter is not permitted.

## POSTER DESIGN & SUBMISSION

- It is mandatory to indicate your new abstract number in the upper right corner of the poster.
- Don't overload your poster. Remember, you are not writing an article.
- Seek simplicity, keep text to a minimum and avoid redundancies.
- ESPEN is keen to adopt new ways of poster presentation and design. We thus encourage our poster presenters to refer to the following article and guidelines when preparing their poster:
  - See the article [here](#)
  - Download the PosterSessionOnline Template [here](#)
  - Upload and order the final version of your poster [here](#)
- Handouts of your abstract / poster (with your contact details) to your interested readers may facilitate future research communication.
- QR codes linking to scientific content can be included on the poster.

## POSTER DIMENSIONS

- Orientation format: **Portrait**
- Maximum usable surface / maximum Poster size: **900mm of height and 800 mm of width**

## POSTER DISPLAY AT THE CONGRESS

**Poster boards:**

Each poster board is numbered, corresponding with your abstract number.

**Fixation:**

Material will be provided on site at the Poster Desk. Push pins, staples, etc. are NOT allowed.

**Set-up and dismantle:**

Authors are fully responsible for the set up and dismantling of their poster according to the schedule given.

## SUBMITTING YOUR POSTER FOR ONLINE VIEWING

In addition to having your physical poster displayed and presented at the Congress, please provide an image of your poster for the ESPEN 2024 Congress Virtual Platform E-poster portal.

Instructions for the upload of your e-poster will be send end of June to the presenting author.

## POSTER PRINTING SERVICE

- We are pleased to inform you that this year we will be working again with the innovative PosterSessionOnline service to provide a poster printing service for this year's Congress.
- Do you want to avoid the hassle of traveling with your printed poster? Then use PosterSessionOnline to prepare, print, and deliver your poster to you onsite. This way you do not need to bring your poster to Milan but can collect your poster at the Registration desk.

- All poster authors will be emailed with the details of the poster printing end of June.