

Instructions for E-Poster Presentations & E-Poster Viewing

Thank you for presenting at the 56th ESPGHAN Annual Meeting 2024

This page is designed to prepare you for your e-Poster presentations and the e-Poster viewings at ESPGHAN 2024. Please visit the page regularly for updates on technical requirements, deadlines and general information.

REGISTRATION FOR THE ANNUAL MEETING:

The individual identified as the presenting author must register for the Annual Meeting. If you have not already registered and paid your registration fees you are requested to do so online via the [Annual Meeting website](#).

Only abstracts of participants who have paid their registration fees, by the date indicated in your notification, will be included in the programme and the JPGN Journal.

E-POSTER PRESENTATIONS:

Please Note: For e-Poster presentations and viewing, please do not print and bring a poster with you onsite. It is all in electronic format.

Please Note: E-Poster presentations are meant to be given onsite in Milan. There is not an option to present virtually. If you are selected for an e-Poster presentation and are unable to attend, please contact us at espghan_abstracts@kenes.com, to identify a presenting author, an original co-author, that will be onsite in Milan or to change your work to an e-Poster viewing only.

How long: 5 min presentations (3-4 min for each presentation followed by 1-2 min for Q&A)

Where: E-Poster presentations will take place in front of the five e-Poster stations onsite. Please view the [programme](#) to find your station, presentation date and time.

***Please note:** the allocation of presentations is still being finalised and the information, as to which presentations will be given at each station as well as the timing of the presentation, will be available in due course.

The e-Poster presentations will occur, in the e-Poster area and per the following times:

- The Hepatology, Nutrition and Interdisciplinary e-Poster presentations will occur on **Friday, 17 May 2024 from 15:30-16:20**
- The Gastroenterology & Interdisciplinary e-Poster presentations will occur on **Saturday, 18 May 2024 from 11:30-12:20**

How: Presenters will present from their previously uploaded e-Poster; per the guidelines below. The e-poster will be displayed, by our IT technicians, at the e-Poster station at the time of your presentation.

Please arrive at the e-Poster station **15 minutes** prior to the start of the session, to ask any questions and to receive instructions from the onsite technicians. We appreciate you being able to stay for the entirety of the session, and not just for your presentation.

E-POSTER VIEWING ONLY:

- e-Poster viewing only will not have a dedicated session/presentation time, but will be available for viewing through the e-Poster gallery on the Annual Meeting virtual platform, the mobile app, and during

Exhibition opening hours onsite; at the E-Poster stations, near the Exhibition area.

- By uploading your e-Poster, you agree to having it published in the official ESPGHAN publications, on the virtual platform and mobile app for the duration of 6 months following the ESPGHAN 2024 Annual Meeting.

PREPARATION OF YOUR E-POSTER:

We kindly request that you prepare your E-Poster for upload onto the online system by following the below guidelines.

Please upload* your 1-page E-Poster as a PDF file in **PORTRAIT** orientation.

- If you wish, you may use a portrait template that can be downloaded [Here.](#)

Language: All E-Posters should be prepared in English

File Format: PDF format – 1 page

Orientation:

- Create your poster in a standard document software or a **portrait-oriented** PowerPoint and save it as a PDF file.

Font types: Arial, Calibri, Verdana, Times New Roman or Helvetica

Font size: 11 points or larger

- Hyperlinks, animated images, animations and videos are not permitted and will be non-functioning.
- **Promotional or marketing materials are not permitted be included on your poster.**
- QR Codes may be included. QR codes, if used should link to scientific content relevant to the e-Poster (ie. additional graphs/images/video clip/CV-publications of the authors)

- QR Codes may be included but **cannot link to any promotional or marketing material.**

Images and tables: At least 200 dpi – good picture quality is essential.

- When inserting images, photos, tables, etc., please use simple copy-paste and do not use embedded documents – **the system does not support embedded files** – audio or video
- Avoid overlapping objects and layers – only the final view/status will be visible
- When saving your PDF please do not use symbols or special characters (ie. +/@/ü) in the file name
- Please do not use headers and footers

File size: Less than 5 MB

By following the guidelines, you will ensure your e-Poster is displayed correctly and is ready for upload.

Please note that by uploading your e-Poster, you agree to have it published on the Annual Meeting website, virtual platform and mobile app for the duration of 6 months following the ESPGHAN 2024 Annual Meeting.

E-POSTER UPLOAD:

You will receive a link to upload your e-Poster in due course. When you are provided with the link you will be given a deadline to upload your e-Poster.

****24hrs** after uploading, you can log back in, click on “Upload Document”, and check how the E-Poster will appear on the online platform.

If you wish to make changes, please use the “Edit Files Button”.

E-POSTER COMMUNICATION:

- All delegates can view the e-Posters at any time during and after the Annual Meeting; for a 6 month period of time following the Annual Meeting .
- You are also able to contact the presenter, directly via email, by clicking the envelope icon on the e-Poster.

***Please note:** By sending an email to the presenting author, you are providing them with your email address.

We thank you for your support in the ESPGHAN 2024 Annual Meeting and for assisting us in making it successful and memorable. We are available for any questions that you may have at espghan_abstracts@kenes.com.