



Poster guidelines

Please read the following guidelines carefully prior to preparing and submitting your poster.

DEADLINE TO SUBMIT YOUR POSTER:
APRIL 11, 2025 | 23:59 CET

The WFH is pleased to offer the following options to all poster presenters:

1. Printing and delivery service

Select **Print & Display** in the submission process. The price for this service is 29€ and includes:

- High quality printing
- Delivery to the congress venue
- ePoster included in the virtual gallery during and after the congress
- You do not need to include your poster number on your poster. This will be added by Postersessiononline.

2. Self-print

Select **Display online & Self-print**

- ePoster included in the virtual gallery during and after the congress
- You should self-print, bring and mount your printed poster
- Make sure to **add your poster number** in the lower left corner of your poster; your poster number should begin with PO or PP. If you cannot find your poster number, please contact us at abstracts@wfh.org.

Note: Some journals consider publication of an ePoster in an online gallery to be previous publication. This policy does not apply to abstracts. If you wish your poster to be excluded from the ePoster online gallery, please send us an email. You must still upload your poster through the PosterSessionOnline portal to use the poster printing and delivery service

It is the author's responsibility to ensure that they have the rights to grant permission to publish, reproduce, and display all poster content. It is the author's responsibility to ensure that poster content does not permit deduction of patients' identity (e.g. patients' faces must be blurred out or excluded from photos, case report details must not permit patient identification, etc.).

STEP ONE: PREPARE YOUR POSTER

- In powerpoint or PDF
- 1 Page Only
- Set up **90 cm wide x 115 cm high (Portrait)**

You can design your own poster or use our suggested template:

[Download template](#)



STEP TWO: SUBMIT YOUR POSTER

[Click here to submit your poster](#)

- Type in the author's email address and the **unique submission code**
- Select the service you would like to have (**Print & Display** or **Display online & Self-print**)
- Follow the steps
- *If you have any doubts, please follow [this tutorial](#).

*Note: Even if you have multiple posters, you will only receive 1 submission code. Use this code to upload all your posters. **Your submission code was provided by PosterSessionOnline.** If you do not have your code, please contact them here: customer@postersessiononline.eu.

ADDITIONAL INFORMATION

SETUP AND TAKEDOWN

- **Poster setup**
Wednesday, April 23 from 7:00 AM – 8:30 AM
The poster gallery is located in the main foyer outside the Great Ballroom of the hotel's conference centre. Posters printed through the WFH service can be picked up at the poster services desk next to the gallery.
- **Poster take-down**
Friday, April 25 between 2:00 PM – 4:00 PM
Posters that have not been taken down by 4:00 PM will be dismantled and destroyed.

POSTER GALLERY SCHEDULE

- **Breaks and poster viewing**
All poster presenters are asked to stand with and present their printed poster during these designated breaks:
 - **Wednesday, April 23 from 11:00 AM– 11:30 AM**
 - **Thursday, April 24 from 11:00 AM– 11:30 AM**
- **Poster networking event**
Thursday, April 24 from 7:00 PM – 8:00 PM
All poster presenters are asked to stand with and present their printed poster during the poster networking event.