A step-by-step guide for poster presenters

This document is a step-by-step guide that will help you in your role as a poster presenter at ESCAIDE 2025, during a *Poster tour.*

Step 1. Register for the conference

This year, poster presenters are required to attend ESCAIDE in person, as remote poster presentations are not available. **To ensure your participation in the conference, you must register by 12 September.** Registration is free of charge. Please note that registrations will open in mid-July and be announced through our website and social media platforms.

Presentation format: in-person only - remote presentations are not available for poster sessions.

Important notes:

Ensure that all information provided during registration and profile setup is accurate and complete. Closer to the conference dates, after registration, you will receive an email confirmation with login details for the online conference platform (hosted by *Swapcard*). It's important to complete your profile since it will be visible to all attendees and linked to the conference programme.

If you are unable attend the conference in person:

You may nominate a co-author to present your abstract in your place. Please contact the ESCAIDE team at escaide.conference@ecdc.europa.eu promptly to arrange this substitution, by 12 September at the latest. If none of the co-authors are able to attend the conference in person, the abstract will unfortunately be removed from the programme.

Step 2. Submit your poster

On 25 September, you will receive an email from noreply@appinconf.com containing a link and instructions to submit your poster electronically. To avoid this email going to your spam folder, kindly make sure you add this address to your list of Safe Senders. All posters must be submitted in advance in electronic format only; no on-site submissions will be accepted.

The e-poster must adhere to the specified format mentioned below, otherwise these will not be accepted for presentation. Please use our downloadable templates that can be found here: Guidelines

General Information on how to prepare your poster:

- Layout: 1-page PDF-file in portrait orientation (vertical orientation).
- Poster Size:
  - Pixels: Recommended size (format W x H) is 2160 x 3840px
  - In cm: 72 width and 128 height
  - Format: 9:16
  - DPI 300 pixels/inch
- File Size: Recommended file size is 3 MB or less.
- File Format: PDF (.pdf).
- Media: Images/photos, graphs and tables can be included in the e-poster.
- Multimedia: Videos can NOT be included in the e-poster.

Once you log into the poster submission platform, you will find additional guidance on the submission process.

Please ensure your poster is uploaded by 24 October 2025. Posters not submitted by the deadline will be excluded from the conference programme and abstract book.

Policy on notification of funding/potential Conflicts of Interest:

To support transparency, posters should include a specific section/footnote to indicate all sources of funding and potential Conflicts of Interest for the work presented at ESCAIDE.

Language requirement:

Please note that the conference is conducted in English, and all presentations must be delivered in English.

Step 3. Prepare your *Poster tour* presentation

Each poster tour will follow a running order of the presentations as defined in the conference programme. Your intervention will be **up to 7 minutes**. This will be comprised of:

- 3 minutes to introduce yourself and the work you are presenting.
- 3 minutes of moderator-led discussion, based on questions prepared by the moderator and from the audience.
- 1 minute for transitioning to next presenter.

Presentation content:

Poster presentations at ESCAIDE are designed to showcase the latest research and inform participants about developments across various fields. They also provide opportunities to connect with interested individuals and organisations, potentially leading to future collaborations.

Given the limited time, please focus on the following:

- **Key messages:** Focus on 1 or 2 critical aspects of your research. Clearly and concisely explain these points, ensuring they are easily understandable.

- **Follow your abstract structure** covering the introduction, methodology, results, and conclusion.

- **Engagement:** Design your poster clearly to facilitate engagement. Start with a thought-provoking question to capture and hold the audience's interest throughout your session. Consider visibility issues like distance and obstructions, and use zoom features on poster terminals as needed for better clarity.

Presentation structure:

You may want to consider the following structure for your poster tour:

- **Introduction (1 min):** Open with your key message, what you want the audience to remember.

- **Key messages (1 min):** Focus on the key points of your poster that you want to highlight, covering the methodology, results, and conclusion.

- **Wrap-up (1 min):** Repeat your key message and identify the next steps, what you hope to achieve in the future.

- **Q&A (3 mins):** You will answer questions from the moderator as well as from onsite audience members.

Step 4. Make the best out of your poster

All posters accepted in the ESCAIDE 2025 programme will be displayed on the 'Posters' page on the conference online platform, hosted by *Swapcard,* and on the mobile app. Each poster will be displayed with the abstract text, linked presenter profile, list of authors and affiliations. Participants can freely browse the displayed posters and contact the author directly for any questions or comments they may have. As a poster presenter, you are encouraged to connect to the platform throughout the conference and reply to the messages you receive.

Step 5. Present your poster on a poster tour

The poster tour will not provide enough time to give a full account of your research. It is rather an opportunity to highlight the work and get ESCAIDE participants interested.

Each tour is organised by topic and will be led by a moderator. In the conference venue, each poster tour session happens around a poster terminal, where all posters can be accessed using the search function or by browsing. All posters will be accessible on the online conference platform, and on the mobile app.

Before the session:

Poster presenters should go to the location of the poster tours in the conference venue at least 15 minutes before the start of the poster tour, where they should preview their posters on the terminal beforehand. There will also be a poster information desk located in the conference venue, where you can ask questions or receive guidance and assistance.

During the session:

The moderator invites each poster presenter to briefly present their work (3 mins each). After the presentations, the floor will be open for Q&A, where the moderator and onsite audience will address questions to the presenters.

Step 6. Promote your participation

ESCAIDE 2025 is promoted on the ESCAIDE social media channels (LinkedIn, Bluesky, Instagram, and Facebook). Please help us to spread the word by announcing your participation on your social media channels, using #ESCAIDE2025.

Summary of actions

a. Register to attend the conference in-person (**until 12 September**) or nominate another co-author to present in-person if you cannot attend.

b. Prepare and submit your poster on the online poster submission platform (**between 25 September and 24 October**).

c. Be present at your poster terminal in the conference venue **at least 15 minutes before** the start of your poster tour session.

Contact and newsletter

For any questions you might have, do not hesitate to contact the ESCAIDE organisers at: escaide.conference@ecdc.europa.eu.

You can also subscribe to our newsletter: https://www.escaide.eu/en/newsletter.