



Congratulations on your poster being accepted for the XVIII International Workshop on Chronic Lymphocytic Leukemia (iwCLL) to be held 20-23 September 2019. Below, you will find important information regarding poster dimensions and instructions about how to set up your poster.

If anything has changed and you will not be able to hang your poster, please let us know at your earliest convenience.

The presenter will need to complete registration for the workshop by the 22 August 2019. Please use the link below to access the registration portal.

<https://www.xcdsystem.com/iwcll/attendee/index.cfm?ID=ZWhVjrh>

Set Up and Tear Down

Posters can be hung between Friday, 20 September at 10:00 and Saturday, 21 September at 12:45. Posters must be hung no later than 12:45 on Saturday, 21 September. Posters will be hung in Cromdale Hall.

If you need additional assistance on-site to locate your particular board, please come to the On-Site Registration Desk located on Strathblane.

Posters must be removed by 12:00 on Monday, 23 September. Please note that iwCLL will not be responsible for shipping or storing any posters left behind. Posters left after 12:00 on Monday, 23 September will be discarded.

The poster reception will be held on Sunday, 22 September from 17:05-18:35. Presenters are encouraged to attend the reception and be available to discuss their poster. However, this is not mandatory.

Poster Guidelines

Following the guidelines below will help you to create a self-explanatory and concise poster. The poster reception lends itself to a more intimate forum for discussion than similar sessions at other meetings. The guidelines will help make your time more meaningful, so you do not have to devote your time to explaining the semantics of your poster to your viewers.

Requirements

- **Size: Posters need to be 1219.2 mm (48 inches)h x 889 mm (35 inches)w or smaller to fit in the display area**
- **Format of poster is portrait/vertical**
- The abstract number will be utilized as the poster number when locating your poster board



- List the abstract number, title, all authors, and author affiliations. Disclosure information is allowed but not required on the poster
- Please print one email address (of the presenter, the first author, or a coauthor) on your poster so that attendees can contact the abstract group with questions and comments
- Inclusion of Quick Response (QR) codes
 - If you choose to include a QR code on your poster, you must also include the following disclaimer on both print and electronic versions: "Copies of this poster obtained through the Quick Response (QR) code are for personal use only and may not be reproduced without permission from iwCLL and the author of this poster."

Sample of poster boards



Format

- Posters need to be 1219.2 mm (48 inches)h x 889 mm (35 inches)w or smaller to fit in the display area
- Format of poster is portrait/vertical (1219.2 mm (48 inches)h x 889 mm (35 inches)w)
- Place heading in large-sized type at the top of the poster
- All material should be readable from distances of 3 feet or greater
- Use a font that is at least 3/8-inch-high or 9.5mm (minimum 22-point font)
- Use bold type to ensure legibility
- Make all print very dark (preferably block style) on a very light (preferably white) background
- Use letters, arrows, numbers, or other devices to show those who will be viewing your poster the preferred sequence in which your poster should be reviewed



- Charts, drawings, and illustrations should be similar to those you would use when making PowerPoint slides
- If photographs are used, have them processed with a matte or dull finish
- iwCLL will provide identification numbers on the poster boards. The identification numbers will match the assigned abstract number

Other Recommendations

- The poster can either be made on one sheet (rollup) or in several small sections. Do NOT mount illustrations on heavy cardboard because they may be difficult to keep in position on the poster board
- Write your presentation concisely and keep captions brief. The poster should be self-explanatory so that you are free to supplement the information and discuss particular points raised by questions during the poster reception. You may supplement your poster with handouts

Poster Upload

- Upload Instructions:
 - Click <https://www.xcdsystem.com/iwcll/abstract/index.cfm?ID=hO9dWG6> to log back into the abstract submission portal using your email address and password
 - Select Submission Home, Edit Abstract, scroll to the bottom of the page and upload your poster
- Please submit and upload your poster prior to the start of the conference to be included in the mobile conference app for attendees. By uploading your poster, you are agreeing to have your poster and full-text abstract available on the mobile conference app and your abstract text only in an online journal supplement to be released October 2019. You agree that the materials you provide to us for this activity have been developed by you. Because the materials may include a compilation of information that you select and arrange as relevant to the topic of your presentation, we understand that you may include information/data/graphics authored or developed by another. If so, please identify and properly reference them. As a reminder, your content should be based on best-available evidence and referenced to primary sources. You own, or have obtained permission to use, all information in your presentation, including, but not limited to, artwork, logos, photographs, illustrations, tables, figures, etc. published in a copyrighted book or journal. You are responsible for obtaining permission to use any copyrighted material in your presentation and for complying with relevant copyright laws. iwCLL/Bio Ascend has no role in, nor responsibility for, obtaining permissions regarding your presentation. In addition, you hereby license to iwCLL/Bio Ascend the right to reproduce your materials for this activity and to distribute copies of the materials to activity participants. iwCLL/Bio Ascend or the accredited provider for this activity shall hold copyright to the



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20-23 SEPTEMBER 2019 EDINBURGH

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YOUNG INVESTIGATOR MEETING: 20 SEPTEMBER 2019

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Poster Printing

iwCLL will not be able to assist you with printing your poster. Listed below are copy centers if you would like to print your poster locally.

Copy Print Edinburgh

<https://copyprintedinburgh.com/>

Mon – Fri 08:30 – 17:00

Service Graphics Edinburgh

<https://www.servicegraphics.co.uk/print-design/locations/edinburgh>

Mon – Fri 07:00 – 17:30

Please contact us at iwCLL2019@bioascend.com for more information.

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