Istanbul 2024
Health for People and Planet
Building Bridges to a Sustainable Future
40th International Conference

24 - 27 September
#ISQua2024

ISQua | International Society for Quality in Health Care   TÜSKA

GUIDELINES FOR POSTER PRESENTERS

General Guidelines

➢ **Registration:**
Presenting authors MUST register for the conference by **Wednesday 26 June 2024,** to give and have their abstract published in the final programme. Click **HERE** to register now. The location of your session will be posted in the Conference App.

➢ **Waiver**
Submission constitutes your consent to publish your poster. **Please inform us if you do not wish your presentation to be posted** on the ISQua website following the conference.

Poster Awards Criteria
➢ Clarity of project and outcomes
➢ Robust methods and findings
➢ Relevance to improving quality and safety.
➢ Design - key points clearly stated.
➢ Use of graphics, photos, illustration

IMPORTANT
You are kindly required to prepare **a printed poster** AND **an electronic poster**.
These files will need to be **uploaded in two different places**.
You will receive an email with the necessary information for the upload of your files at a later stage, from:
- **PosterSessionOnline** → for your **printed** "poster display"
- **E-PostersLive** → for your **online** "e-poster"

FOR THE PRINTED PAPER POSTER: "POSTER DISPLAY" PREPARATION

Poster Dimensions
➢ Orientation format: **Portrait**
➢ Poster maximum size: **140 cm in height and 90 cm in width**
➢ File format: **PowerPoint** or **PDF**

Poster Printing & Delivery
➢ All poster authors will be emailed the details of the poster printing services.
➢ Our provider (**PosterSessionOnline**) can **print and deliver your poster** to the convention centre!
➢ If you do not wish to use our providers, you are free to choose the printer of your choice and bring the poster with you.

Poster Design
➢ A template will be available and sent by PosterSessionOnline.
➢ Please follow the recommendations listed on the template.
➢ It is mandatory to have your poster number / final ID (e.g. P123) at the top right of your poster.

Poster Display at the Conference

➢ **Poster boards:**
Each poster board is numbered, corresponding with your poster number / final ID, *e.g. P123*.
A list will be available onsite with the reference number, poster title and list of authors.
➢ **Fixation:**
The material will be provided on-site at the Conference Poster Desk. Push pins, staples, etc., are NOT allowed.
➢ **Set-up and dismantle:**
The authors are responsible for setting up and dismantling their posters according to the schedule.

Set-Up at the Conference:
From: **07:30 - 10:00 on Wednesday 25 September 2024**
Dismantle: **Before 15:00 on Friday 27 September 2024**

➢ Posters should be displayed from Wednesday 25 – Friday 27 September 2024.
➢ Posters must be removed by 15:30 on September 27th. Otherwise, they will be taken down by staff, and no responsibility can be taken for their safe return.
➢ Authors of accepted posters are requested to stand by their poster to be able to discuss it with participants during the 'Meet the Poster Presenters' Reception on Wednesday 25 September 2024, from 17:00 - 19:00 and during the lunch break.

ONLINE POSTER : "e-POSTER" PREPARATION

As mentioned above, in addition to having your physical poster hung at the conference, your poster will be available on the ISQua website and Conference APP via an e-Poster portal.
Further information on this option will be sent soon from **E-PostersLive**.

Poster Design & Dimensions
➢ **You may use <u>the same file</u> you have used for the printed poster**.

We look forward to meeting you in Istanbul and remain available for any further information you may require.

On behalf of the ISQua's Istanbul Scientific Programme Committee,

Kind regards,
ISQua 2024 – Abstract Management
c/o MCI Suisse SA

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Office Opening Hours
Monday to Friday
9:00 to 18:00 Geneva Local Time (CET)