



REGISTRATION: The presenter will need to complete registration for the Main Meeting by September 5, 2023. Please use the following link to register: <https://iwcll2023.org/registration/>

Please note that all times listed below are in US Eastern Time.

SET UP AND TEAR DOWN:

- Posters can be hung on Friday, October 6th between 7 AM and 5 PM in Exhibit Hall D (Hynes Convention Center, 2nd Level)
- If you need assistance on-site to locate your particular board, please come to the On-Site Registration Desk located in the Hynes, 2nd Level, Boylston Hallway
- Posters must be removed by 5:30 PM on Monday, October 9th. *Please note that iwCLL will not be responsible for shipping or storing any posters left behind. Posters left after 5:30 PM will be discarded*

POSTER GALLERY DAYS AND HOURS: Posters will be on display in Exhibit Hall D on the following days and times:

Saturday, October 7: 7:30 AM – 6 PM

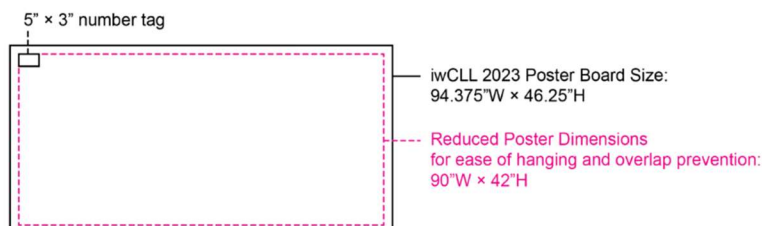
Sunday, October 8: 7:30 AM – 7 PM

Monday, October 9: 7:15 AM – 2 PM

POSTER RECEPTION: On Sunday, October 8, at 4:20 PM there will be a Wine and Cheese Poster Reception where Poster Authors are invited to discuss results of their work among peers/delegates. We encourage attendance, however, this is not mandatory.

POSTER GUIDELINES:

- Horizontal layout
 - In inches: 90"W x 42"H
 - In centimeters: 228cm width x 106cm height



- Fonts should be sans-serif (e.g., Arial, Calibri, etc.)
- Use bold type to ensure legibility
- Minimum font size of 22-point



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- Make all print very dark (preferably block style) on very light (preferably white) background
- Use letters, arrows, numbers, or other devices to show viewers the preferred sequence in which your poster should be viewed
- Charts, drawings, and illustrations should be similar to those you would use when making PowerPoint slides
- If photographs are used, process the with a matte or dull finish
- List the abstract number, title, all authors, and author affiliations. Disclosure information is allowed but not required on the poster
- Please print one (1) email address of a poster author (presenter, first author, or coauthor) on your poster for attendees to contact the abstract group with questions/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 and may not be reproduced without permission from iwCLL and the author of this poster.”
- Permission must be obtained to use all information in posters, including, but not limited to artwork, logos, photographs, illustrations, tables, figures, etc, published in a copyrighted book/journal/publication, and must comply with relevant copyright laws. Proper references are required.
- The poster can either be made on one sheet (rollup) or in several small sections. Do NOT mount illustrations on heavy cardboard as it may be difficult to keep in position on a poster board
- 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.

ONLINE GALLERY/POSTER UPLOAD: Please upload a PDF file of your poster to the Poster Management System by September 5, 2023. This task is currently available in the Poster Management System. By uploading your poster, you are agreeing to have your poster and full-text abstract available on the mobile conference app and website. Posters will not be viewable until the first day of the conference.

- Upload must be a **single-page, high-resolution PDF file** reflective of your physical poster
- The aspect ratio (width to height) should ideally be set to 16:9
- Minimum font size should not be smaller than 6-pt

COPYRIGHT/PERMISSIONS: Please complete the Copyright Permission task in the Poster Management System:

- 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

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Poster Guidelines v1. Updated August 15, 2023



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2023
BOSTON
OCTOBER 6-9

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 materials; however, iwCLL/Bio Ascend grants to you a royalty-free worldwide license to reproduce, distribute, and use your presentation for future purposes. You release iwCLL/Bio Ascend, and others authorized by iwCLL/Bio Ascend to use said materials, from any claims, liabilities, and expenses that you now have or may hereafter have by reason of such use

POSTER PRINTING: iwCLL will not be able to assist with printing your poster. Listed below are copy centers if you would like to print your poster locally. We would advise calling the location in advance to ensure they can perform onsite printing for your size poster

1. FedEx Office Print & Ship Center (Located in Prudential Center/Hynes Convention Center)
2. FedEx Office Print & Ship Center (Located in Sheraton Boston Hotel)
3. FedEx Office Print & Ship Center (Located in Boston Marriott Copley Place)

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