

# Keeping up with Reality and Quality: A Challenge for European Blood Establishments

21-23 April 2020

## Poster Guidelines

Deadline for submissions: 15 January 2020

### Submission Rules & Instructions

- **Deadline for Submission**

Abstracts must be finalised and submitted to the EDQM using the 'Poster Abstract Submission Form' by **15 January 2020** (please use font size 12 point). It will not be edited, re-formatted, or language checked by the EDQM. The abstract must represent your own work, that of your institution or that of an EDQM Group of Experts. Abstracts shall not carry any commercial intent.

- **Review & Selection**

All submissions will be reviewed and evaluated by a Scientific Committee. The Committee retains the right to ask for additional information, ask that changes be made to improve a presentation or decline a proposal if the Committee does not find it relevant to the conference theme. All applicants will be notified via e-mail by end February 2020 whether their abstract have been accepted for a poster at the conference.

### Instructions for completing the Poster Submission Abstract Form

- **Presenting author/Participants details**

You need to provide information on the presenting author. The presenting author is not obligatorily the first author. However, the first author and co-author must be indicated on the form.

**Important:** Authors should only submit an abstract if they have registered to attend the conference.

Please complete the name and address including the email of the presenting author, to whom the confirmation email will be sent.

- **Poster details**

**Title:** please use capital letters only. The title (including spaces) should not exceed 200 characters.

**Category:** select one topic from the list below (√):

- Emerging issues having an impact on Quality Management System in the blood sector in relation to the conference topics*
- Implementation of the General Data Protection Regulation (GDPR) in the blood sector*
- Implementation of Data Integrity in the blood sector*
- Implementation of the new Medical Devices Regulation in the blood sector*
- Globalisation of the Market Supply in the blood sector*
- Demographic changes among blood healthcare professionals*
- Contingency and emergency planning, ensuring business continuity in the blood sector*

**Registration of first author:** please provide the full name, institution, address and email address of the first author.

**Registration of co-authors:** Do not mention the main author as a co-author. Please provide the initials, last name and institutions of all co-authors.

- **Abstract**

The abstract text should be no more than 500 words and must be in English. The following format must be followed:

- ✓ Background
- ✓ Aims
- ✓ Methods
- ✓ Results
- ✓ Summary/conclusions

Tables, graphics, figures and pictures are not inserted in the abstract. Please provide keywords (max. 6).

### **If you are Selected for a Poster Presentation:**

- **Assembling & Dismantling**

Posters will be displayed from 21 April through 23 April 2020 in the area near the conference room. Posters can be brought directly by the registered participants in the morning of first day, from 8:00 am to 8:30 am, at the venue. Each poster will be issued a 'Poster Number' upon arrival. Please be sure to place your poster in the corresponding space. The area provided for each poster is 1m wide and 2m high. **Please remember to bring all the materials necessary to erect the poster.** Materials such as glue, adhesive Velcro tabs, nails, pins and thumbtacks are NOT suitable to attach the poster. However, double-sided tape, cello-tape and hooks can be used.

All the posters must be removed by 18:00pm on 23 April 2020. The EDQM will not be responsible for the loss or damage of the posters after the end of the event. Posters not removed by this time will be discarded.

- **Poster Specifications**

*Position:* Vertical.

*Dimensions:* Your poster should not exceed 90cm across x 170cm in length.

*Poster materials:* Your poster can be made from paper, cardboard or a synthetic support.

*Language:* English.

*Poster text:* There are no specifications for text/font size. Text should be of sufficient size for easy reading at a distance of 2 meters (between 16-20 points).

*Text and images:* On the poster you must indicate: Title, authors; Institution; It is possible to insert graphics, tables, drawings and pictures.

*Audio-visual equipment:* none can be used in the poster area.

- **Publication**

Abstracts/posters will be published in the conference proceedings. Therefore they must be prepared in English and free of grammatical, spelling and/or punctuation errors. Please make sure your poster is thoroughly edited and proofread before submission. You can prepare and distribute copies during the conference. The EDQM reserves the right to publish the abstracts/posters in the Conference Proceedings.

- **Questions**

If you have any other questions, please contact Public Relations Division at: [prdd@edqm.eu](mailto:prdd@edqm.eu).

