

Show Off Your Advocacy Work at CTOS 2025: Create and Submit a Poster

Sarcoma patient advocacy organizations are cordially invited to participate in SPAGN's **poster presentation session** that will be held at this year's CTOS conference. This session is an opportunity for you to showcase your organization and the work you do and present it to a broad audience.

Interested? Read our **FAQs** below for more information, then check out the **Guidelines for Creating a Poster** on the next page.

FAQs

- **What should our poster be about?** You have a choice: You can either introduce your organization or describe a project.
- **Where will our poster be displayed?** Your poster will be displayed at the Patient Advocacy Lounge at CTOS 2025.
- **Who is our audience?** Your audience will consist of members of the international sarcoma community attending the conference.
- **Can we submit a poster if our organization is not going to attend CTOS?** Yes! You can send your poster as printable pdf to info@sarcoma-patients.org.
Deadline for sending the posters: Wednesday, October 29, 2025
- **What happens with our posters after the conference?** All posters handed in will be displayed on the SPAGN website as a Virtual CTOS Poster Show. Please send us your poster as .pdf or .jpg to info@sarcoma-patients.org
- **Are there any restrictions?** Only with regards to the size of the poster. Please make sure to design the poster in the size of 18 x 24 inch (= 45,7 x 61 cm) - portrait/vertical. If you want to bring your poster, please print in the same size on a foam board. Please know that we *cannot* accept posters printed on paper.
- **Can my 2023/24 poster be re-used?** Yes, if it has the right size / proportions (see above). Please check and inform us on info@sarcoma-patients.org.
- **Can I update my 2023/24 poster and have it re-printed?** Yes, please check that it has the right size and proportions and send it to us as printable pdf.

Special offer for SPAGN member groups

SPAGN will cover printing costs if you send us your poster by **Wednesday, October 29, 2025** in correct size and as printable pdf.

No printing costs, no shipping costs!

Key facts for your poster:

- Size and proportions: 18 x 24 inch (= 45,7 x 61 cm), portrait
- Send as printable pdf
- If you bring a poster yourself, print on foam board (not paper!)
- Deadline: Wednesday, October 29, 2025

GUIDELINES FOR CREATING A POSTER

1. **Plan the contents:** Decide whether you want to introduce your organization or describe a project. Then select a few key points to cover.
2. **Structure the information into sections:**

Describing your project: *(Mandatory elements are marked with *)*

- Name of project*
- Objectives*
- Implementation / Activities*
- Benefits for the community
- Next steps
- Collaborators

Describing your organization:

- Name of organization*
- Objectives*
- Activities*
- “Lighthouse” Projects

3. **Choose visual elements:** Photos, images, and illustrations make your poster more attractive and often get your points across better than words. Use boxes or other graphic elements to highlight important information or key messages.
4. **Write the text:** Use short sentences. Don’t overload the viewer with too much text – less is more. Use bullet points instead of blocks of text whenever possible. Strive for a balance between words and images. Proofread your text carefully.
5. **Select a layout:** Determine the pathway of the eye through the poster -- down columns or along rows. Arrows, pointing hands, numbers, and letters can help clarify the pathway. Look at sample posters for inspiration. Consider using an adaptable poster template or a PowerPoint slide for the basic layout.
6. **Give your poster an attractive title:** Your poster should have a title in large letters, with the name of your organization underneath it, placed at the top center of the poster. Tip: Good titles often consist of an attention-getting phrase or slogan followed by an informative one, connected with a colon.
7. **Include contact information:** Add your website address, email address, social media handles, QR codes*. Don’t forget your logo!

Remember:

When in doubt, edit out – crowded, cluttered posters are difficult to read and are often disregarded by viewers.