

# Oral and Chairs Guidelines

All Invited Speakers and Oral Presenters must check in with their presentation on a USB Memory stick with the technician at the Speakers' Ready Room at least 2 hour ahead of the session. Please make sure that your PowerPoint presentation is in Widescreen (16:9). Please find below some important and useful information for your presentation.

## PRESENTATION SLIDES

In compliance with CME/CPD requirements all speakers and oral presenters have to complete a conflict-of-interest form. Please include the title slide with your name and title of your lecture at the start of your presentation, followed by a second slide disclosing any Conflict of Interest. You can simply list the conflicts on your second slide or write "Nothing to Disclose". Note: You need to address the disclosure at the beginning of your presentation for at least 15 seconds to allow enough time for the audience to review and digest the information.

**Click here** to download a template of the [disclosure slide](#).

## DATA PRESENTATION

If you are using a PowerPoint presentation (or any other PC-based application), please note that you have to deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive at the Venue in the morning – and at least 2 hours before the start of the session.

The computers in the Halls will be provided with Office 2019. The native ratio of the projection on the screens in the halls is 16:9. The Conference computers will be with Office 2019 (at least ).

If you include video clips in your PowerPoint presentation, be

sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please make sure to check it with the technician in the session hall where your lecture is taking place, during a coffee or lunch break prior to your session, at least 60 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

## **IMPORTANT NOTE FOR MACINTOSH USERS**

To use MAC presentations on the PC compatible conference computer, please note that you need to prepare it according to the instructions below, before taking it to the speaker room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

**TO VIEW THE CHAIR GUIDELINES — please [CLICK HERE](#)**