Instructions for Oral Presenters and Chairs ONSITE

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 the Conflict of Interest disclosure slide. You can simply list the conflicts on our second slide or write "Nothing to Disclose".

Please [click here](#) to download a template of the disclosure slide.

PUBLICATION CONSENT FORM

You will receive login details to access and complete a Publication Consent Form in due course – it is MANDATORY to complete this consent form if you would like to participate as a speaker or presenter in this congress.
Please complete this prior to the congress.

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 to the Venue in the morning – and at least 30 minutes before the start of the session.

Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio

of the projection on the screens in the Halls is 16:9

If you combine video clips with PowerPoint, 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 to the venue in the morning. Then please make sure with the technician in the Hall where your lecture is taking place that the Video's play well, at least 30 minutes before the start of the session

IMPORTANT NOTE FOR MACINTOSH USERS

To use MAC presentations on a PC compatible 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).

INSTRUCTIONS FOR SESSION CHAIRS

For the instructions for onsite chairs, please **click here**.