

GUIDELINES FOR SPEAKERS OF AN ORAL SESSION

Oral Session structure

Up to 9 abstracts have been allocated to this session.
Each abstract should be **presented for 8 minutes** allowing additional **4 minutes discussion** time.

Upload your presentation prior to the meeting

Speakers can upload their presentations prior to the meeting. You will receive a personal e-mail with an online link to upload your presentation approx. 1 week prior to the start of the congress.

Submit your presentation on-site

During the congress, an upload will be possible on-site at the Preview Centre and still online.

Speakers are requested to hand in their presentations to the Preview Centre staff not later than 2 hours before the beginning of their session.

In case of early morning presentation(s) please check in at the Preview Centre the day *before*.

You are required to load your presentation onto the centralized AV system. In case of not submitting your presentation at the Speakers' Preview Center, we cannot ensure that your presentation is running properly.

PLEASE NOTE YOU WILL NOT BE ABLE TO USE YOUR OWN LAPTOP AT YOUR LECTURE.

Speakers' Preview Center Opening Hours

Wednesday, May 14	12:00 – 19:00
Thursday, May 15	08:00 – 18:00
Friday, May 16	08:00 – 18:00
Saturday, May 17	08:00 – 11:00

Information for Speakers

Please **locate your lecture hall** in due time and be present **at least 15 minutes** prior to the start of the session. Speakers are requested to announce any **potential conflicts of interests** regarding their presentation at the start of the lecture. A sample slide is attached.

Preparing Your Presentation

Computer Equipment: Verification of proper performance in the Speakers' Preview Center is essential, particularly if video and animation is included in the presentation.

The following file types are all acceptable for presentations:

- Microsoft Office PowerPoint (.ppt), (.pptx)* - for PC and MAC
- Adobe Acrobat (.pdf) – for PC
- Apple Keynote (.key) – for MAC

*** PowerPoint presentations created on Apple computers:** Please make sure that all inserted pictures are either JPEG or PNG file-types. QuickTime (.mov) files are also an accepted video format but must be tested in the Speakers' Preview Center. AV staff will be available to ensure your presentation is fully compatible and runs smoothly. **Set the slide size to “Widescreen 16:9” and landscape orientation (horizontal).**

Format specifications for your Presentation

Electronic presentations will be projected on **screens optimised for 16:9 format in High Definition (HD) quality**. Other formats, like 4:3, 3:1, will work, but with a reduction of screen coverage. We strongly recommend you work with a 16:9 format.

If there are video sequences included, please make sure that you save the video files on your USB-Stick to the whole presentation. Please make sure to also upload the video files if submitting your presentation online.

We kindly ask for your understanding that due to space and time limitation at the Preview Centre, presentations should be prepared and edited before submission.

Thank you for bringing your presentations in a ready-to-upload format.