

Guidelines – Free Communications and Invited Speakers

Please find below some important and useful information for your presentation.

Faculty Disclosure

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 30 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.**

Please note that only conference computers are used in the session halls. These are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the halls is 16:9. **Please ensure that the presentation slide deck is 16:9.**

We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".

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 30 minutes before the start of the session – even after checking it in the Speakers' Ready Room.

The Conference will not be able to support lecture slides presented on personal computers.

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).

[Presenting Onsite](#)[Click here to see onsite presentation guidelines](#)

- Present live from the session halls and participate in the live QA.
- Registered participants can access the recorded presentation from the live session hall, on demand for 3

months after the Congress.

Presenting Online

- Record your presentation and upload it to the congress virtual platform.
- Registered participants can access the presentation on demand for 3 months after the congress.