

PRESENTER GUIDELINES – ORAL PRESENTATIONS

The following guidelines will provide you with valuable information about the preparation and upload of your presentation file.

GENERAL INFORMATION

Presentations not complying with these guidelines may not play properly, so please be sure to read them carefully. In particular, please pay attention to the timing of your lecture and the appropriate number of slides for your presentation.

Upload of presentations can be done either online or onsite in the Speaker Centre.

All presentations will be saved on a central server connected to the lecture rooms, which are equipped with computers, beamers, microphones and lecterns.

Please note that all talks will be recorded for inclusion in the CIRSE Library, library.cirse.org after the congress. In order to facilitate optimal recording results, all presentations have to be given by using the computers and the microphones provided in the room. Personal laptops may not be used. Connection for Macintosh Notebooks will not be available

If you do not agree with the publication of your presentation in the CIRSE Library, please notify CIRSE in writing. In any event, you retain the copyright of the presentation.

PREPARING YOUR PRESENTATION MATERIAL

Formal and technical requirements

1. **Format:** Presentations will be accepted in MS PowerPoint (*.pptx) format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
2. **Videos:** If your presentation contains videos, always remember to embed them directly into the PowerPoint file and save it as .pptx. Videos cannot be embedded in .ppt files.
3. **Language:** As the official congress language is English, all presentations have to be given in **English**. If English is not your native language, we recommend that you have your presentation proof-read by a native speaker if possible.
4. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
5. **Patient anonymity:** Please make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. **Patient anonymity must be ensured** at all times.
6. Presenters must be sensitive to diversity and ensure that their presentations are **free from any content** (whether oral or visual) **that may be perceived as discriminatory or derogatory**. CIRSE reserves the right to exclude non-compliant speakers from presenting at future meetings.
7. **Copyright reserved material:** It is the author's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
8. **Conflicts of interest:** According to the CIRSE disclosure policy, all **presenters must disclose potential conflicts of interest** on the cover slide of their presentation.
9. **Please note that macros should not be used** and **flash-animations are not supported**.
10. **Timing and number of slides:** When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, **2-2.5 slides per minute** is a reliable rule. A higher number of slides will invariably result in your lecture running over the allocated time.
11. **File name:** The name of the presentation file should include the presenter's name and the presentation number. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.) to name your presentation.

Slide design

1. **Aspect ratio:** The aspect ratio of your presentation should be **16:9**.
2. **Font size:** The minimum recommended text size for easy viewing is 20 points.
3. **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.
4. **Text:** Your guiding principle should be "**As much as necessary, as little as possible**". The text should be concise and to the point; key facts should be highlighted. No more than seven text lines should be used on one page.
5. **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (avoid red and green).
6. **Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the screen.

UPLOADING PRESENTATION FILES

Online upload – prior to the congress

Online upload of your presentation file has to be done until **the day before your presentation, 17:00, at the latest**.

Please note: It is recommended that you visit the speaker centre onsite at least 90 minutes prior to the session in order to test the correct display and functioning of your presentation on the congress computers.

Onsite upload – at the speaker centre

Presentation files must be uploaded at least 2 hours prior to the beginning of the corresponding session. In case of early morning sessions, please upload your presentation the day before.

The speaker centre will be located on the ground floor.

Opening hours:

Tuesday, June 21	16:00 - 18:00
Wednesday, June 22	07:45 - 18:00
Thursday, June 23	08:00 - 18:00
Friday, June 24	08:00 - 18:00
Saturday, June 25	08:00 - 12:15

We kindly ask for your understanding that due to space and time limitation at the speaker centre, presentations should preferably be prepared and edited before submission. Thus, please bring your presentations in a ready-to-upload format.

DURING YOUR SESSION

1. **Arriving at the lecture room:** Please arrive at the room at least 10 minutes before the session starts. This will allow you to meet the moderator(s) of your session and to familiarise yourself with the set-up at the lectern and the presentation equipment. Staff will be around to help you.
2. **Speaking:** Be sure to speak into the microphone and towards the audience. Speak clearly and rather more slowly than normal. Remember a high proportion of the audience is not native English speakers; therefore, please avoid slang or colloquial expressions.
3. **Timing:** Do not run over your allotted time slot. Please pay attention to the clock, which will indicate how much time you have left to speak. Please note that in order to be fair to the other speakers in your session, the audience and the time schedule of the CIRSE congress, the moderators have been instructed to stop your presentation, if it runs over the allocated time slot.
4. Press and hold the CTRL key and click the left mouse button to turn your **mouse curser into a pointer**. Please refrain from using an external laser pointer.

Should you require any assistance, please contact scientific@cirse.org.

Thank you for your kind co-operation!
Your ET Scientific Department