

PRESENTER GUIDELINES – LIVE PRESENTATIONS

(Case Remedy Sessions and Technical Focus Session)

Upload deadline: Monday, June 7 (23:59 CEST)

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

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GENERAL INFORMATION

Case Remedy and Technical Focus Sessions feature **live presentations** and you will be asked to **present via Zoom screen sharing**. In order to ensure proper functioning, we recommend downloading the Zoom desktop client, instead of joining Zoom via a browser, and testing the screensharing in advance.

Nonetheless, you need to upload your file to our presentation system as a back-up, by the given deadline. Please make sure your presentation complies with the following guidelines. In particular, please **pay attention to the** sections regarding the **timing** of your lecture and the appropriate number of slides for your presentation.

Speaking time: max. 10 minutes

PREPARING YOUR PRESENTATION MATERIAL

Formal and technical requirements

1. **Format:** Prepare your presentation file as MS PowerPoint. Macintosh presentations (i.e. Keynote) cannot be accommodated.
2. **Versions:** Your presentation must be prepared in MS PowerPoint 2010, 2013 or 2016.
3. **File size:** The size of one presentation should not exceed 500 MB.
4. Please note that **macros** should **not be used** and **flash-animations** are not supported.
5. **Movies:** Supported formats are .wmv, .mpg or .mp4. If your presentation contains movies, always remember to embed the movie into the PowerPoint file and save it as .pptx. Movies cannot be embedded in .ppt files.
6. **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.
7. Do **not use** any **passwords or encryption** for your files.
8. **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.
9. **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.
10. **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.
11. **Conflicts of interest:** According to the CIRSE disclosure policy, all **presenters must disclose potential conflicts of interest** on the cover slide of their presentation.
12. 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.
13. **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.
14. **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.
15. **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.).

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. **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.
4. **Colours:** Use colours sparingly and choose combinations that make your text easy to read (avoid red and green). Avoid black as background colour.
5. **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.
6. **Slide transitions:** Make sure that the PowerPoint slides have no transitions.
7. **Images and movies:** It is recommended that you collect your illustration material well in advance. Do not select too many images and/or movies. Concentrate on those which emphasise your key points and conclusions optimally.

UPLOADING PRESENTATION FILES

Your PowerPoint must be uploaded to the [presentation system](#) by **June 7, 2021**.

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

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