

# Instructions for Speakers & Oral Presenters

All Invited Speakers and Oral Presenters must check in with their presentation on a USB Memory stick with the technician at the Speakers' Ready Room.

Please make sure that your PowerPoint presentation is in Widescreen (16:9).

Speakers' Ready Room Hours (located in room Balcony 4, First Floor at the venue):

Monday, 20 May	07:30-19:45
Tuesday, 21 May	07:00-19:30
Wednesday, 22 May	06:30-19:00
Thursday, 23 May	07:30-18:00
Friday, 24 May	07:00-14:30

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 a second slide disclosing any Conflict of Interest. You can simply list the conflicts on our 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.*

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

Click [here](#) if you wish to use the general ESPID 2024 slide template for your presentation.

## **PUBLICATION CONSENT FORM**

You will be sent login details to access and complete a Publication Consent Form. In order for us to use a recording of your presentation in our scientific programme, we need you to complete this form.

**Please complete this prior to the meeting.**

## **DATA PRESENTATION**

If you are using a PowerPoint presentation, please note that you have to upload it on a USB Memory stick in one of the Speakers' stations 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 the conference computers 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 include video clips in your PowerPoint presentation, be sure to test it with the technicians next to 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 Stations.

## **IMPORTANT NOTE FOR MACINTOSH USERS**

To use MAC presentations on the PC compatible congress 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).

## **Promotional Toolkit**

To promote your participation at ESPID 2024, please refer to our [Promotional Toolkit page](#). In addition to the official [PowerPoint template for your presentation](#), you will also find ESPID 2024 banners, letterheads and more