PRESENTATION GUIDELINES FOR INVITED SPEAKERS AND CHAIRS

Remember:

- ✓ *Check the schedule of your presentation 15 days before the congress on the website https://epc2025.eu*

- ✓ *Stop by the speakers' room at least two hours before the start of your session to review or deliver your presentation*

- ✓ *Review audiovisual guidelines*

- ✓ *Make the declaration of potential conflicts of interest at the beginning of your intervention*

1. DEVELOPMENT OF THE SESSION

Speakers and chairs should arrive at the assigned room 10 minutes before the start time of the session to finalize the organization and development of the session. The coordinator should confirm the attendance of all speakers. The chair will ask all speakers to strictly adhere to the time allotted to them.

Notice to attending congresspersons:

The chair should address the attendees 5 minutes before the start of the session to tell them that they should take their seats, since the session will begin shortly.

Start of the session:

- The chair will request the attention of the attendees, introduce himself or herself to the speaker and the audience and communicate the joint topic of the session.
- Strict punctuality should be respected. The room will have a clock to facilitate your work
- The chair will introduce the first speaker and begin the session.
- If your session includes original contributions that were selected as best oral presentation / best poster, please make sure to introduce them as such

Note that:

- If for any reason the use of undescribed or unapproved commercial products is mentioned, you should also include a slide stating that the product is undescribed or still under investigation. The speaker should also mention it verbally to the attendees.
- You should mention at the bottom of the corresponding slide the bibliographic references you use in your presentation.
- You should exclude any information that could compromise or violate patient confidentiality. In order to maintain this confidentiality, **it is VERY IMPORTANT that you hide faces from patient photos that you include in your presentation.**

End of lecture:

End of lecture will be shown at the clock. **The presentation will be stopped automatically when time is over**. The technicians are instructed to shut off.

End of session:

The chair will end the session. If you want to briefly summarize the conclusions of the session, you should adhere as closely as possible to the scheduled end time since a new session will follow the same protocol.

2. TIME OF PRESENTATION

The date and time of the session in which you participate are indicated in the Scientific Program section on the epc2025.eu website. Additionally, a personal email will sent with all relevant information. It is essential to strictly adhere to the established schedule and presentation time.

3. DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

All speakers have the obligation to declare, at the beginning of their intervention using a slide, the possible existence of a conflict of interest related to the content of their presentation or its non-existence.

The EPC understands that the existence of a potential conflict of interest or a commercial relationship does not necessarily imply a bias in the content of the presentation, in fact, it is always assumed that such presentations are free of such commercial biases. Please download and fill out the Conflict-of-Interest form and submit it as PDF-File to service@epc2025.eu.

4. AUDIOVISUAL MEDIA

Only presentations prepared with **MSPowerPoint 2016/2019 or newer or PDF-files can be shown.** Presentations created with Apple Keynote, Prezi, Canva or similar tools should be converted first into PDF, Power-Point or MP-4 format.

You should submit the **PowerPoint presentation to service@epc2025.eu or via WeTransfer to service@epc2025.de – named with session, speaker's name, date and room.**

The maximum size of presentations should not exceed 1GB. We do not recommend uploading presentations larger than 80 Mb via the web (depending on your upload bandwidth).

If your presentation uses sounds, videos or any other type of elements in addition to the PowerPoint document, please submit everything together in a single folder to verify the correct functioning of all the links. **For security reasons, and even if the presentation has the videos inserted, we recommend copying them to the folder, especially if you use unusual video codecs.**

Please take into account the following recommendations in order to avoid possible compatibility problems:

1. Avoid complicated transitions and/or using too many effects
2. If you use looped videos, we recommend that their duration be longer than 3 seconds, since shorter videos may slow down or even stop. Or use .gif
3. When inserting images, use .jpg .png

4. Prepare your presentation using standard fonts, those included in the operating system itself.

5. Conference rooms will have a 16:9 widescreen HD (high definition) screen. We recommend that you create your slides **in 16:9 format.**

Presentation delivery:

You should deliver your presentation directly in the speakers' room. You should submit the presentation at least 2 hours before the start of your session, or the day before if your session starts at 8:30 or 9:00 a.m.

In the speakers' room, you will be assisted by specialized staff who will help you to upload, confirm and check your presentation. Once the presentations have been reviewed, they will be sent to the corresponding room to be executed from there. The speakers' room computers will be of the same model as those installed in the conference rooms.

Screening of presentations delivered after the deadline is not guaranteed. You will not be able to use your own computer or deliver your presentation in the conference room (room 1, room 2 and room 3).

Room 7A / 7B: You should deliver the presentation directly to the technician in the room by a USB-Stick.

In the conference room:

Using a convenient interface, you will directly open your presentation in full screen and control it with the touchscreen. We strongly recommend using the spot light-pointer. Laser pointers are only available in room 7A/7B.

The conference rooms will have a 16:9 widescreen HD (high definition) screen. **We recommend that your presentation**, in PowerPoint, **be prepared in this format (16:9 slide)**, although presentations in 4:3 format will also be accepted.

You will have a single screen with simple projection. Presenter view of PowerPoint is available in room 1, 2 and 3.