



WSPOS World Wide Connect

26th September 2020

Speaker Presentation Guidelines

1. General Information

Language

The official language of Connect is English.

Advertising

Advertising of products is **prohibited**. Please ensure that your presentation provides objective information based on scientific methods generally accepted in the medical community and is free of commercial bias.

Anonymity

Kindly make sure that no patient/ client names or any other information allowing the identification of a patient/ client appear in your presentation material. **Doctor-patient anonymity must always be guaranteed.**

Copyright

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 rights and is cited correctly.

Duration and number of slides

When preparing your presentation, please take note of the time allocated to you. 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 of thumb. A higher number of slides will invariably result in your exceeding the allotted time.

2. Slide design & technical requirements

Format

Presentation files will be accepted in MS PowerPoint format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.



Versions

Your presentation must be prepared in MS PowerPoint 2010, 2013 or 2016. MS PowerPoint 2016 is used when pre-recording your presentation.

Ratio

The aspect ratio of your presentation must be **16:9**.

File name

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation.

Do not use passwords or encryption with your files.

Flash animations & macros

Please refrain from using macros and flash animations as they are not supported.

File size

The recommended file size of your presentation is **300 MB** to ensure a fast online upload.

Font

Do not use special fonts which are not part of the standard PowerPoint package as such presentations cannot be edited in the Virtual Speaker Centre. Minimum recommended font size for easy viewing is **20 points**.

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 per page.

Colours

Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).

Layout

Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive, engaging and easiest to view on screen.

Images and movies

We recommended that you collect your illustration material well in advance. Refrain from selecting too many images and movies. Concentrate on those which emphasise your key points and conclusions optimally. Avoid overlaying images on one slide as they cannot be visualised on the PDF version of your presentation.



Audio and movies

When uploading your presentation(s), place all audio and movie files linked with the presentation into a single file folder. Your technical assistant - a member of the CTI production team - will be able to retrieve those file and work with you regarding integration in your presentation.

Presentation Slides Upload & Recording

1. How to upload your files

Before recording your presentation, you will need to upload your slides and other required files (e.g. multi-media content) to **cSLIDE**, our presentation management system and platform. You will shortly receive an invitation from CTI Meeting Technology, our software supplier, with instructions for uploading your presentation files and for booking your recording slot.

When agreeing to publish your presentation, please make sure that you remove any confidential data that you do not want shared with the public (for example, data behind tables/graphs, speaker notes) before submitting them for uploading on the online programme.

Deadline: There is no hard deadline for uploading your presentation files. All material has to be uploaded by the time you do your presentation recording.

2. Recording your presentation

Your presentation is being recorded by our supplier CTI Meeting Technology using the video communication software **Zoom**. A technician will conduct you through the recording session and capture your video, audio and the screen of the presenting laptop.

Please note that pre-recordings can only be done within the provided timeframe as reflected by the available slots in the booking tool Calendly. Additional slots outside of this timeframe cannot be provided!

How to book a recording slot

With the email from CTI, you will receive a link to the booking tool **Calendly**. Open the link and choose a recording slot by clicking on the desired time. Enter your name, email address and the title of the presentation you want to record.

You will receive an automated email from Calendly including an Outlook invitation and the Zoom link. Please keep the email as you will need the Zoom link to access the recording session at your booked date/ time.



How to prepare for your recording

- Before you start, please make sure there is no background noise.
- Next, select a place or room where your background is structured, ideally with a white wall.
- Place your laptop or computer with webcam in front of you.
- Make sure you have a stable internet connection with a minimum of 2,5 MB upload/download. We recommend using wired internet instead of Wi-Fi. Mobile devices are not recommended! If you wish to test your bandwidth please [click here](#).
- [Click here](#) to download the programme **Zoom**.
- Please make sure you are on time based on the actual assigned timeslot.
- Please make sure the length of your presentation does not exceed the scheduled duration.
- Once logged in to the Zoom session, please activate your audio and video. The technical assistant will welcome you, explain the next steps and guide you through the technical checks and recording process of your presentation(s).

Technical requirement checks

At the beginning of your recording you will receive training and instructions on how the recording of your presentation will take place. The check will include the verification of the following:

- **Audio check**

Please make sure you have your headset or earphones available. Alternatively, you can use the internal microphone of your laptop.

- **Video**

Please use your webcam for video recording.

- **Surroundings**

White background if possible. Quiet environment to avoid background noise.

Recording of your presentation(s)

- Once your technical requirements have been checked by the technical assistant and you feel comfortable, the recording can start.
- Once your previously uploaded presentation has been opened, you will receive control over it and can start presenting and advancing your slides.
- What you see on the screen will be recorded.
- The technical assistant is available all times to answer questions or assist you through the zoom chat if you experience any problems during this presentation recording.
- You can repeat your recording as many times as needed in the assigned recording time frame.