



Speaker Presentation Guidelines

1. General Information

Language

The official language of the congress 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. All presentations must be self-recorded using PowerPoint audio narration.

Macintosh presentations (i.e. Keynote) cannot be accommodated.

Versions

Your presentation must be prepared in MS PowerPoint 2010, 2013 or 2016.



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.



Presentation Slides Upload & Recording

1. How to upload your files

You will need to upload your slides to **cSLIDE**, our presentation management system and platform. You will receive an invitation from CTI Meeting Technology, our software supplier, with instructions for uploading your presentation files.

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.

The deadline for upload is 17 September 2021.

2. Recording your presentation

All presentations must be self-recorded using PowerPoint audio narration.

How to prepare for your recording

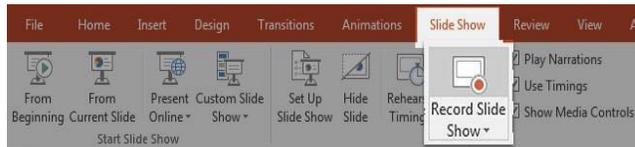
- Before you start, please make sure there is no background noise.
- Use a microphone and test audio before recording. If possible, use a wired headset or earphones as they generally produce the best audio quality.
- Before you start to record your audio inside PowerPoint, make sure your microphone is plugged in. Once your microphone is plugged, you will need to access your audio device settings and set your default to microphone. Make sure to set-up your volume levels before recording in PowerPoint as it will not be possible to change them inside of PowerPoint.



Create your audio recording with PowerPoint

Follow the below steps to record your audio and add it to your PowerPoint:

Step 1: To record audio in PowerPoint, start off by finding the **Slide Show** tab on PowerPoint's ribbon.



Step 2: Make sure that you start on the first slide in PowerPoint to record audio and timings for the entire presentation. Click on the **Record Slide Show** button. A new window will pop up with two options to set before you start recording – leave both options checked. As soon as you click Start Recording, PowerPoint will begin to record your screen and audio.



Step 3: Record your presentation. Once you **Start Recording**, PowerPoint will go into a full screen presentation view. It also begins recording audio from your microphone. In the upper left corner of the window, you will see a **Recording** window with a runtime counter and other buttons. Use this to keep track of the length of your presentation.



You can use the arrow keys on your keyboard to switch between slides while recording. Use the right arrow to jump to the next slide, or the left arrow to move to the previous PowerPoint slide.

PowerPoint is recording exactly what is on your screen along with the audio you speak into your microphone. When you are finished, click on the X button in the upper right corner of the Recording window to complete the audio recording.





Step 4: Using Annotations (optional)

While you are recording your presentation, you can also add annotations to your PowerPoint. You can use a digital pen, highlighter or laser pointer to add markings. This feature is good when wanting to gesture towards something specific on the slide during your presentation. To use annotations, hover in the lower left corner of your presentation while recording the presentation. There are extra tools that you can choose from. For an annotation, click on the third icon of the left to choose from one of the tools.

Step 5: Export your presentation as a video. **Click on File > Export > Create a Video**

Please save your recording as one **MP4**

Tips for the recording

- Change playback options: Select the audio icon  on your slides and then the **Playback** tab in the navigation menu of PowerPoint. Next, select which options you would like to use:
- To trim the audio, select **Trim Audio** from the navigation menu and use the red and green sliders to trim the audio file accordingly.
- To fade the audio recording in and out, modify the numbers in the **Fade Duration** boxes **Fade In:** and **Fade Out.**
- To adjust the volume, select **Volume** and then setting (**Low, Medium, High** or **Mute**) you prefer.

Once you completed the self-recording of your presentation, you need to upload it to cSLIDE, the presentation management system, for post-processing.

