

GUIDELINES FOR ORAL PRESENTERS

GENERAL INFORMATION

Only digital material will be allowed for oral presentation (PowerPoint files). Upload of presentations can be done either online prior the Conference or onsite at the Speaker Preview Center (more details below).

All presentations will be saved on a central server connected to the lecture rooms which are equipped with computers, beamers, microphones, laser pointers and lecterns. Computers will be equipped with Microsoft Windows XP and Microsoft Office 2013. Personal laptops may not be used in the session rooms (connection for Macintosh Notebooks is not available).

All material used in a presentation will remain the property of the speaker and will not be re-used by the IMPAKT Conference organizers without his/her permission.

A Congress PowerPoint template has been prepared. Should you choose to use it, please download it from the presenter information section on the IMPAKT 2017 website.

You must include a **disclosure slide** at the start of the presentation, even if you have no conflicts of interest to declare.

IMPORTANT NOTICE: In order to respect CME and IMPAKT compliance policy for scientific balance and impartiality, IMPAKT will assign auditors to all presentations given during the official IMPAKT 2017 Conference programme. This will apply to all presentations made throughout the scientific programme, including the Pre-IMPAKT training course and all abstract-related Proffered Papers (oral presentations) and Posters.

Slide presentations and posters may not present a commercial bias or use clearly identifiable commercial templates. The IMPAKT reviewers will be responsible for advising the Scientific Committee of any inappropriate commercial bias, promotion or branding unless clearly stated in a balanced and objective manner.

Full disclosures must be made at the start of all slide presentations.

ESMO policy requires that all Invited Speakers sign a statement revealing:

- case 1) any financial interest in, or arrangement with, a company whose products or services are discussed in the lecture;
- case 2) any financial interest in, or arrangement with, a competing company;
- case 3) any other financial connections, direct or indirect, or other situations that might raise the question of bias in the work reported or the conclusions, implications, or opinions stated – including pertinent commercial or other sources of funding for the individual Speaker or for the associated department or organization, personal relationships, or direct academic competition.

PREPARING YOUR PRESENTATION MATERIAL

- a. Your presentation must be prepared in PowerPoint2000 or PowerPoint 2007, 2010 or 2013 (MS Windows) and provided on a CD-ROM or USB-removable drive.
- b. Set the slide size of the page to "On-screen show" and landscape orientation in the page set-up section. (Portrait orientation will not be displayed properly).
- c. Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure that you use high-contrast colors for the best definition of your text. Please be aware that red letters or lines are usually not visible.
- d. As a general rule, you should not present more than 1 slide per minute. Visual material supports your lecture and should not be the transcription of it.
- e. You may include graphics and/or slide-show animation. If the presentation contains movies, they have to be coded by standard Windows codes. Remember to save your PPT or preferably PPTX show with your video attachment in the same folder and then copy the folder to the CD or USB-removable drive including all elements. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file.
- f. Include duplicate(s) if you intend to use a page more than once in the course of your presentation and insert the duplicate slide in the correct sequence of the presentation.
- g. It is recommended to keep a copy of your presentation at the time of the presentation, should a problem occur. Furthermore, please have the presentation printed on paper, for reference during the lecture.
- h. Special characters: To avoid any compatibility problems, please do not use special characters (i.e. ", Ö, Ø, ñ, ?, ®, ý, }, { etc) and avoid spaces to name your presentation or movie files.

ONLINE UPLOAD PRIOR TO THE CONFERENCE

Login details and instructions will be sent to you by email. Please check your personal data as well as the details of your presentation(s). You may then upload your file(s) by following the instructions given in the system.

In case of any technical problems or queries, please do not hesitate to contact esmo@support.ctimeetingtech.com

ONSITE UPLOAD AT THE SPEAKER PREVIEW CENTER

- a. You are requested to check-in your presentation (on your CD-ROM or USB-removable drive) at the Speaker Preview Center located on level 0 of the Congress centre, **no later than 3 hours before the start of the session** during which you will give the presentation. If your session starts at 08:00, please check-in your presentation by 16:00 the preceding day. If for any reason you are unable to meet this schedule, please inform the IMPAKT 2017 Conference Secretariat before the Conference.
- b. Please note that the technicians in the auditorium are not prepared to receive presentations directly from the speakers.
- c. Computers are available for you at the Speakers Preview Center for your final check.
- d. Please see point g. above and remember to include a disclosure slide.
- e. Once the presentation has been checked, the technical staff will be responsible for its delivery to the auditorium in preparation for your presentation.
- f. Macintosh presentations (i.e. KeyNote) cannot be accommodated, unless saved to a PC-formatted CD-ROM or USB stick.