TAT 2018

INSTRUCTIONS FOR ORAL PRESENTERS

GENERAL INFORMATION

Only digital material will be allowed for oral presentation (PowerPoint files). Upload of presentations can be done onsite at the Speaker Preview Centre (more details below).

Presentations cannot be uploaded directly on lectern laptops in the auditoria but must be delivered to the Speaker Preview Centre where all presentations will be saved on a central server. This server is connected to all lecture halls which are equipped with computers, beamers, microphones, laser pointers and lecterns. Personal laptops may not be used in the session rooms and 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 TAT Congress organisers without his/her permission. Speakers will, however, be requested to allow his/her slides to be included in the Congress webcast.

A Congress PowerPoint template has been prepared. Should you choose to use it, please download it from the Presenter information section on the TAT 2018 website.

You must include a disclosure slide at the start of the presentation, even if only to confirm that you have no conflicts of interest to declare (please see below for more information).

If the study has received funding, this must also be acknowledged on a slide at the beginning your presentation: “Study sponsored by…”

IMPORTANT NOTICE

In order to respect CME and ESMO compliance policy for scientific balance and impartiality, **ESMO will assign auditors to all presentations** given during the official programme of the ESMO TAT Congress 2018.

This will apply to all presentations made throughout the scientific programme, including all abstract-related Posters and slides.

Slide presentations may **not present a commercial bias or use clearly identifiable commercial templates**. The ESMO 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.

ESMO policy requires that all oral presenters make a statement revealing:

case 1) any financial interest in, or arrangement with, a company those products or services are discussed in their presentation

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 conclusions, implications, or opinions states – including pertinent commercial or the sources of funding for the individual presenter or for the associated department or organization, personal relationship, or direct academic competition

PREPARING YOUR PRESENTATION MATERIAL

a. Your presentation must be prepared in PowerPoint 2000, 2007, 2010 or 2013 (MS Windows) and provided on an USB-removable drive.

b. Set the slide size to "**Widescreen 16:9**" **and landscape orientation** (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 colours 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 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 with you 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 do not use spaces to name your presentation or movie files.

SENDING SLIDES PRIOR TO THE CONGRESS

The 10-12 slides which will accompany your presentation should be sent by email to programme@esmo.org **no later than Thursday, 1 March 2018.**

Your cooperation in respecting this deadline will allow the Chairs sufficient time to review the slides and, if necessary, to contact you directly before the Congress concerning your data. Minor changes may still be made to the onsite presentation as long as ESMO is aware.

ONSITE UPLOAD AT THE SPEAKER PREVIEW CENTRE

a. You are requested to check-in your presentation (on your USB-removable drive) at the Speaker preview centre located in **La Scene G**, **no later than 2 hours before the start of the best abstract session**.

   If for any reason you are unable to meet this schedule, please inform the ESMO Programme Department before the Congress.

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 centre for your final check.

d. Please remember that you must include a disclosure slide.

e. Once the presentation has been checked, the technical staff will be responsible for its delivery to the auditorium in time for your presentation.

f. Macintosh presentations (i.e. KeyNote) cannot be accommodated, unless saved as a PowerPoint Presentation. ('save copy as PowerPoint-Presentation' can be selected when using KeyNote)