INSTRUCTIONS FOR MINI 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).

All presentations will be saved on a central server connected to the lecture rooms which are equipped with computers, beamers, microphones, and lecterns. Computers will be equipped with Microsoft Windows 7 and Microsoft Office 2010. 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 ESMO 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 ESMO Asia 2017 website (under the section “Information for presenters”).

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).

PRE-CONGRESS PREPARATION

It is essential that you prepare a 4-5 slide PowerPoint presentation. Please note that the time allocated (5 minutes) to each abstract presentation will be strictly checked by the session Chair. Due to the level of international attendance at the Congress, we also kindly ask that all presenters pay special attention to being as clear as possible during their oral presentation.

The 4-5 slides (a Draft version) which will accompany your presentation should be submitted by e-mail to programme@esmo.org no later than 13 October 2017. Your cooperation in respecting this deadline will allow the Discussant sufficient time to prepare a thorough review of the subject and, if necessary, to contact you directly before the Congress concerning your data.

IMPORTANT NOTICE

In order to respect CME and ESMO Asia 2017 compliance policy for scientific balance and impartiality, ESMO will assign auditors to all presentations given during the official ESMO Asia 2017 Congress programme. This will apply to all presentations made throughout the entire programme, including all abstract-related Oral sessions.

Slide presentations must not present a commercial bias or use clearly identifiable commercial templates. The ESMO Asia 2017 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 PowerPoint2000, PowerPoint 2007 or PowerPoint 2010 (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). To set the 16:9 format: please open the file → Design → Slide size → Widescreen (16:9).

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 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. Do not use hyperlinks to movies from the web.

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, ň, ?, *, ŏ, ŝ, }, { etc) to name your presentation or movie files.
ONSITE UPLOAD AT THE SPEAKER PREVIEW CENTRE

a. You are requested to (re)check your presentation at the Speaker Preview Centre located on the level 3, room 320, **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 your presentation by 16:00 the preceding day. If for any reason you are unable to meet this schedule, please inform the ESMO Asia 2017 Congress Department before the Congress.

b. Please note that the technicians in the auditorium cannot accept presentations directly from speakers for upload in the auditorium computer/laptop.

c. Computers are available for you onsite 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 to a PC-formatted USB stick.