INSTRUCTIONS FOR PRESENTERS:
PROFFERED PAPER

ESMO looks forward to seeing your presentation in the **Proffered Papers session** and thanks you in advance for your cooperation in following these guidelines:

- Your presentation must be prepared in **PowerPoint** 2010, 2013 or 2016 (MS Windows) and provided on an **USB-removable drive**.

- Macintosh presentations (i.e. KeyNote) cannot be accommodated, unless saved as to a PC-formatted USB stick.

- Set the slide size to **"Widescreen 16:9"** and **landscape orientation**: Portrait orientation will not be displayed properly.

- 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.

- 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.

- 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.

- 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.

- To avoid any compatibility problems, please do not use special characters (i.e. ", Ö, Ø, ñ, ?, ®, ý, }, { etc) and please do not use spaces to name your presentation or movie files.

- We recommend that you 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.

- A Congress PowerPoint template has been prepared. Should you choose to use it, please download it from the **Presenter Information section** on the ESMO 2019 website.

- Due to current scrutiny regarding financial transparency, IT IS STRICTLY MANDATORY that you 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 send the 10-12 slides which will accompany your presentation to the ESMO Scientific Programmes Department by email (programme@esmo.org) no later than **Friday, 30 August 2019 (Monday, 9 September for LBAs and _PR abstracts)**

Your cooperation in respecting these deadlines will allow Discussants sufficient time to prepare a thorough discussion of the subject and, if necessary, to contact you directly before the Congress concerning the data of your study. Minor changes may still be made to the onsite presentation as long as ESMO / the invited Discussant is aware of anything which may affect the invited Discussant's own presentation.

UPLOAD OF YOUR PRESENTATION

You are requested to check-in your final presentation on your USB-removable drive at the **Speaker Centre**, located in the **CC4 area**, **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 in the morning, 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 ESMO Scientific Programmes Department before the Congress.

- Computers will be available at the Speaker Centre for a final check of your presentation before upload. Once the presentation has been checked, the Congress technical staff will be responsible for delivering it to the auditorium in time for your presentation.

- All session rooms are equipped with computers, beamers, microphones, laser pointers and lecterns.

- Presentations cannot be uploaded directly on laptops in the session rooms.

- Personal laptops cannot be used in the session rooms.

- Technicians in the auditoria will NOT able to receive presentations for upload directly from you.

PRESENTATION PROPERTY & DISCLOSURE

All material used in your presentation will remain your property and will not be re-used by ESMO without your permission. However, you will be requested to allow your slides to be included in the Congress webcast.

Due to current scrutiny regarding financial transparency, IT IS STRICTLY MANDATORY that you include a disclosure slide at the start of the presentation, even if only to confirm that you have no conflicts of interest to declare.

ESMO policy requires that you make a statement at the beginning of your presentation revealing:
- any financial interest in, or arrangement with, a company those products or services are discussed in your presentation
- any financial interest in, or arrangement with, a competing company
- 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
- you have no conflicts of interests to declare

If the study has received funding, this must also be acknowledged at the beginning of 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 ESMO 2019 programme. This will apply to all presentations made throughout both the educational and scientific program, including all abstract-related sessions: Proffered Papers, Poster Discussions and Poster Displays.

Slides 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.